

Seymour Library Board of Trustees

Date: 21 April 2021

Call to Order

The (virtual) regular meeting of the Seymour Library Board of Trustees was called to order at 7:03 pm on 21 April 2021 by Board President B. LoBracco.

Attendance

Present: Marilyn Brown, Pat Galinski, Bruce Leslie (new Brockport Trustee), Bernie LoBracco, Scott Maar, Scott Rochette, Mark Scheda, Kristen Sharpe, and Jennifer Caccavale (Library Director)

Absent: Libby Caruso

Guests: Annie Crane (Brockport liaison), Patty Hayles (Sweden liaison), Brenda Rooks (Accountant, Yaeger Treviso & Associates Inc.)

Public Comments

None.

Adoption of Agenda

P. Galinski made a motion (with M. Brown seconding) to adopt the amended agenda of the 21 April 2021 meeting (conducted via Zoom). The motion passed unanimously.

Approval of Minutes

- M. Scheda made a motion (with P. Galinski seconding) to accept the minutes of the 17 March 2021 meeting (conducted via Zoom). The motion passed unanimously.

Correspondence

None.

President's Report

- Board President B. LoBracco discussed the Construction Grant, which is being used to fund an updated telephone system and the installation of A/V equipment in the Duryea Room. Presentations are ongoing. The F & O committee will make final recommendations. We will need a special meeting to approve the projects (29 April 2021, 6:30 pm).
- Director J. Caccavale has suggested that the Library replace all lighting with LEDs. While the project will require an initial outlay of money, there are rebates available from National Grid, and there will be energy and cost savings that result from the update.
- Board President B. LoBracco and Vice-President M. Brown discussed the Library Operating and Lease agreements with Library Counsel Dennis Annechino.

Director's Report

- Kim Whittemore has been hired as the new Children's librarian. M. Scheda made a motion (with M. Brown seconding) to approve the newly hired employee, Kim Whittemore, as a Librarian 1. The motion passed unanimously. The Board welcomes Kim to the Seymour Library family and wishes her great success.
- Director J. Caccavale discussed non-resident library card applications. The new procedure will require checks be made out to MCLS, and that applications will be processed by MCLS to prevent duplicate library cards.
- Director J. Caccavale noted that additional WiFi access points are being purchased (under budget) and will be installed in June.

Old Business

Standing Committee Updates

Friends

- The Friends met on 19 April 2021.
- \$5 mystery boxes of books are available in several categories.
- A pop-up outdoor Book Sale will take place on 11 May 2021; the rain date is 13 May 2021.

Foundation

- The Foundation met on 12 April 2021.
- The Foundation reports the following balances in their accounts (as of 12 April 2021):
 - Savings: \$45,098.57
 - CD: \$2,058.79
 - Checking: \$1,932.80
- The purpose of the Foundation is to fund capital improvements. It does not address recurring expenses.
- There will be no in-person fundraising event this year due to the ongoing COVID-19 pandemic. They hope to have a raffle in time for the Summer Reading Program.
- The Foundation is looking for corporate donations/grants.
- The Foundation is interested in creating a donor recognition program.

Municipal Liaisons

- Brockport liaison A. Crane noted that Village attorney has concerns with the Lease and will be reporting them to the Village Board.
- Sweden liaison P. Hayles asked if we have hired an auditing firm (yes, Insero and Co. CPAs).

Facilities and Operations

- The Committee met on 15 April 2021 to hear telephone and A/V presentations. There will be presentations on 22 and 27 April 2021.
- A spreadsheet outlining short- and long-term projects has been created.
- The light project has been completed. The Board thanks B. LoBracco, as well as M. Scheda and his family for their efforts installing them.

Financial

- April bill signers: M. Brown and S. Maar
- May bill signers: S. Maar and K. Sharpe
- The Committee met on 16 April 2021.
- Brenda Rooks discussed the AUD and 990 tax forms. The 990 form includes weekly volunteer hours that could be revised upward to better reflect the contributions of Board members. P. Galinski made a motion (with K. Sharpe seconding) to file the AUD and 990 tax forms. The motion passed unanimously. Ms. Rooks will file the forms.
- Insero and Co. CPAs has been selected to perform the audit; it is estimated that this will cost \$7800; a \$1200 buffer has been established to cover unforeseen expenses. K. Sharpe made a motion (with S. Rochette seconding) to have Director J. Caccavale ask Insero and Co. CPAs for a letter of engagement. The motion passed unanimously.

Approval of Bills and Treasurer's Report

After review, and with a motion from S. Maar, seconded by S. Rochette, the Treasurer's Report and payment of bills were unanimously approved.

Marketing

- The Committee met on 8 April 2021.
- The mascot project is moving forward, albeit slowly. The Committee is investigating potential companies and requests for funding, as this will not be inexpensive—the estimated cost is at least \$3400. Sadly, it is unlikely that the mascot will be ready in time for the Summer Reading Program.
- The committee wishes to develop an online donation processing feature for the web site; this will require partnering with the Finance and Policy committees.

Nominating

No report.

Personnel

The Committee met on 16 April 2021 to discuss two personnel policies (see below). They will be reviewing the Employee Handbook; this will likely require biweekly meetings.

Policies

- The Committee met on 12 April 2021.
- The Committee will establish guidelines for policies vs procedures.
- The Committee will coordinate with relevant committees for policy review.
- Three policies were established for review, with changes and revisions highlighted:
 - Library Director Succession Policy
 - Posting Library Job Announcement Policy
 - Credit Card Account Policy
- P. Galinski made a motion (with B. Leslie seconding) to accept the Library Director Succession policy. The motion passed unanimously.
- P. Galinski made a motion (with B. Leslie seconding) to accept the Posting Library Job Announcement Policy. The motion passed unanimously.

Policies (continued)

- The Board suggests that the Credit Card Account Policy needs to be strengthened. As such, the Committee will accept suggestions and revisit the policy at the May 2021 Board Meeting.

Executive Session

None.

New Business

None.

Adjournment

At 8:34 pm, S. Rochette made a motion (with P. Galinski seconding) to adjourn. The motion passed unanimously.

Next special meeting: 27 April 2021, 6:30 pm.

Next regular meeting: 19 May 2021, 7:00 pm.

Minutes respectfully submitted by S. M. Rochette.