

Seymour Library Board of Trustees

Date: 16 June 2021

Call to Order

The (virtual) regular meeting of the Seymour Library Board of Trustees was called to order at 7:03 pm on 16 June 2021 by Board President B. LoBracco.

Attendance

Present: Marilyn Brown, Libby Caruso, Pat Galinski, Bernie LoBracco, Scott Maar, Scott Rochette, Mark Scheda, Kristen Sharpe, and Jennifer Caccavale (Library Director)

Absent: Bruce Leslie

Guests: Annie Crane (Brockport liaison) and Patty Hayles (Sweden liaison)

Public Comments

None.

Adoption of Agenda

P. Galinski made a motion (with S. Rochette seconding) to adopt the agenda of the 16 June 2021 meeting (conducted via Zoom). The motion passed unanimously.

Approval of Minutes

P. Galinski made a motion (with L. Caruso seconding) to accept the minutes of the 19 May 2021 meeting (conducted via Zoom). The motion passed unanimously.

Correspondence

None.

President's Report

- In-person Board meetings will resume in September 2021.
- The six-month evaluation of the Director will be performed. Any outstanding evaluation forms need to be turned in by Friday, 18 June 2021.
- With respect to the lease agreement, the attorneys are in contact with Sweden Town Board regarding remaining questions.

Director's Report

- Two pages will be leaving July and August, and will need to be replaced.
- The audit process has been initiated with Insero & Co. Information will need to be compiled and uploaded to a portal for access. An in-person visit will occur on 12 July 2021.
- Churchville Electric has completed the installation of the LED lighting. They will be back to install an outlet for the new TV monitor in the Duryea Room (they are currently waiting for a part). They did a thorough, excellent job, even addressing issues that were outside the purview of the contracted project.
- The Library will be serving as a Clarkson polling place on 22 June 2021. The Library will remain open until 9 pm that day.
- P. Galinski made a motion (with B. LoBracco seconding) to approve the hiring of Avery Williams as a Library Page. The motion passed unanimously.

Old Business

Standing Committee Updates

Friends

- The Friends met on 24 May 2021 to prepare the membership drive mailing.
- The Friends renewed VIP passes for various museums and attractions.
- Two \$25 gift certificates approved for graduating Library Pages.
- There is a bottle/can drive at Upstate Bottle Return. The proceeds from container redemption can be designated to go to the Library.
- The membership drive currently going on.
- The next meeting will be on 21 June 2021.

Foundation

- The Foundation met on 14 June 2021.
- After a presentation on the Seymour Library mascot, the Foundation voted to support the project (at a cost of roughly \$4,000). There is no current timeline for completion, but it is hoped that it will be completed by Fall 2021. The mascot costume has a life expectancy of 10 years.
- Money is being collected from book clubs to purchase books.
- A grant will be submitted to raise money for the 1000 Books Before Kindergarten project.
- The After Hours Fundraiser will return in 2022.
- A Donor Recognition wall is being designed.
- A silent auction for baskets is being held currently, with winners announced at the end of June.
- Next meeting on 9 August 2021.

Municipal Liaisons

- Brockport liaison A. Crane noted that fiscal year started on 1 June. The Village attorney is waiting for answers to questions regarding the lease.
- Sweden liaison P. Hayles offered information on the status of the MOU. The Clarkson Town Board has passed the MOU, while the Sweden Town Board is ready to pass the MOU pending minor grammatical changes. She expressed concern regarding changes made to the MOU. P. Hayles also met with director on 21 May 2021, and plans to meet with her on a monthly basis.

Facilities and Operations

- The Scheda family donated a flag to the Library. The Board thanks them for their generosity.
- A meeting will be held in the near future regarding minor lighting issues and a recap of the AV project.

Financial

- June bill signers: S. Maar and M. Scheda
- July bill signers: L. Caruso and S. Maar
- The Committee met on 7 June 2021 to discuss various policies.
- Budget discussions have begun. A draft budget will be reviewed during the July 2021 Board meeting.

Approval of Bills and Treasurer's Report

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

Marketing

- The Committee met on 10 June 2021.
- An online donation procedure is being discussed.
- 2021 is the 25th anniversary of the Seymour Library building. A celebration will be held on 8 December 2021, with a time capsule being discussed.
- Various fundraising efforts were discussed.
- See Foundation section regarding the latest information about the mascot project.

Nominating

No report.

Personnel

The Committee will meet on 25 June 2021 to continue their discussion and review of the Employee Handbook.

Policies

- Three policies were established for review, with changes and revisions highlighted:
 - Finance/Reserve Fund Policy (Policy 400-1)
 - Gifts to the Library Policy (Policy 400-2)
 - Credit Card Policy (Policy 400-5)

- For the Credit Card Policy (Policy 400-5), the Board recommended revising the second paragraph on page 3 to read as follows:

By accepting this card, you are responsible for any unauthorized or inappropriate use of the purchasing card.

- P. Galinski made a motion (with K. Sharpe seconding) to accept Policy 400-5 as amended. The motion passed unanimously.

- For the Finance/Reserve Fund Policy (Policy 400-1), the Board made the following recommendations:

- The last sentence of the first paragraph on Page 1 be removed.
- The Budget section on Page 1 to be revised as follows:

The Director shall annually draft a budget for development by the Finance Committee, and then Trustee discussion and approval, on a timeline in accordance with the fiscal years of the funding municipalities.

- S. Rochette made a motion (with K. Sharpe seconding) to accept Policy 400-1 as amended. The motion passed unanimously.

Policies (continued)

- For the Gifts to the Library Policy (Policy 400-2), the Board made the following recommendations:
 - The Monetary and Recognition Gifts to Seymour Library section to be revised as follows:

Cash offerings and bequests with a value of five thousand dollars or less are managed by the Library Director. Such gifts in excess of five thousand dollars are managed by the Library Director and the Board of Trustees, who shall work out terms of acceptance that are compatible with Seymour Library policies, the donor's intent, and applicable laws. The Library welcomes monetary gifts for purchase of library materials given in recognition of individuals or organizations and will try to accommodate the subject or title preferences of the donor. A bookplate recognizing the donor will be affixed to the material if requested.
 - Insert the word “securities” into the first sentence of the Real Estate or Other Personal Property section.
 - The third bullet item under the Gifts of Money section to be revised as follows:

The bookkeeper will acknowledge each monetary donation with a thank you note to the donor on behalf of the Library staff.
- S. Rochette made a motion (with K. Sharpe seconding) to accept Policy 400-2 as amended. The motion passed unanimously.

Other Business

None.

Executive Session

None.

Adjournment

At 9:15 pm, S. Rochette made a motion (with P. Galinski seconding) to adjourn. The motion passed unanimously.

Next regular meeting: 21 July 2021, 7:00 pm.

Minutes respectfully submitted by S. M. Rochette.