

Seymour Library Board of Trustees

Date: 19 May 2021

Call to Order

The (virtual) regular meeting of the Seymour Library Board of Trustees was called to order at 7:01 pm on 19 May 2021 by Board President B. LoBracco.

Attendance

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

Absent: none

Guests: Annie Crane (Brockport liaison), Carol Gravetter (President, Foundation of Seymour Library), and Patty Hayles (Sweden liaison)

Public Comments

None.

Adoption of Agenda

P. Galinski made a motion (with B. Leslie seconding) to adopt the amended agenda of the 19 May 2021 meeting (conducted via Zoom). The motion passed unanimously.

Approval of Minutes

- P. Galinski made a motion (with M. Brown seconding) to accept the minutes of the 21 April 2021 meeting (conducted via Zoom). The motion passed unanimously.
- L. Caruso made a motion (with P. Galinski seconding) to accept the minutes of the 29 April 2021 special meeting (conducted via Zoom). The motion passed unanimously.

Correspondence

None.

President's Report

- Working on purchasing of equipment for Duryea room.
- Six-month evaluation of Director. Form assembled, will be distributed to employees and Board members.

Director's Report

- MCLS is ending the quarantine as of 17 May 2021, so materials will no longer need to be isolated.
- Bullet aid requests were sent to our Senators and Assemblyperson. The requested funds will be used to update/upgrade technology (e.g., computers for patron use).
- Due to pandemic-related furloughs, the MCLS reported a budget surplus. After a vote of the Directors' Council, the Library would have its 2022 cost shares reduced by 4.3%; the actual amount will be based on population data from the 2020 Census.
- The Plant Swap was a success, with 36 families attending.
- The planning for summer reading programs are nearly complete. Director J. Caccavale would like to establish a community reading goal of 25,000 hours in honor of the Library's 25th year at its current location.

Old Business

Standing Committee Updates

Friends

- The Friends met on 17 May 2021.
- Approximately \$800 was raised from the Pop-Up Book Sale held on 13 May 2021.
- Membership drive will be upcoming.

Foundation

No report.

Municipal Liaisons

- Brockport liaison A. Crane noted that Village Board workshop will be regarding solar farm. The Village attorney has reviewed the lease agreement and is fine with it, and is now waiting for the Library attorney's response.
- Sweden liaison P. Hayles noted that Sweden is also waiting for the Library attorney's response to the Lease Agreement.

Facilities and Operations

- DAVE (Digital Audio Visual Environments) has received an initial payment for the Duryea Room project. Supply line issues have resulted in necessary modifications to the TV monitor (to be selected very soon). An installation schedule will be established shortly.
- Churchville Electric has received an initial payment for the LED lighting replacement project.

Financial

- May bill signers: J. Caccavale and K. Sharpe
- June bill signers: S. Maar and M. Scheda
- The Committee met on 3 May 2021 to discuss various policies.
- Brenda Rooks, our accountant, noted that there were some cost overruns in 2020 and savings, as well as potential 2021 cost overruns.
- Budget discussions will begin on 21 May 2021.

Approval of Bills and Treasurer's Report

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

Marketing

A summary of background information for a Library mascot, which began in 2018, was emailed to Board members prior to the meeting. The Library staff continues researching reputable vendors to create the mascot and funding options are being sought. **Nominating**

Please correct the agenda template to reflect L. Caruso's name correctly.

Personnel

The Committee met on 7 May 2021 to discuss personnel policies. They are reviewing the Employee Handbook; this will likely require biweekly meetings.

Policies

- Three policies were established for review, with changes and revisions highlighted:
 - Trustees' Conflict of Interest Policy (Policy 100-5)
 - Sale or Disposal of Surplus Library Property Policy (Policy 400-4)
 - Library Sponsored Programs Policy (Policy 800-8)
- B. Leslie made a motion (with P. Galinski seconding) to revise Section G of Policy 100-5 to remove the words “even if permitted by law.” The motion passed unanimously.
- L. Caruso made a motion (with B. Leslie seconding) to accept Policy 100-5 as amended. The motion passed unanimously.
- S. Rochette made a motion (with K. Sharpe seconding) to accept Policy 400-4. The motion passed with eight yea votes (M. Brown, L. Caruso, P. Galinski, B. LoBracco, S. Maar, S. Rochette, M. Scheda, and K. Sharpe) and one abstention (B. Leslie).
- S. Rochette made a motion (with B. Leslie seconding) to accept Policy 800-8. The motion passed. The motion passed with seven yea votes (L. Caruso, P. Galinski, B. Leslie, B. LoBracco, S. Maar, S. Rochette, and K. Sharpe), one nay vote (M. Brown), and one abstention (M. Scheda).

Other Business

- A discussion of fees charged by attorneys and accountants was raised. These fees are significant and are borne solely by the Library. The municipalities require us to have a Treasurer, who decides who will act on their behalf (internal or external accountant/CPA). The amount to be paid for such services shall be determined by agreement between the governing body of the Municipality and the Board of the Library. As such, the Library has an opportunity to have some input into the hiring process.
- Foundation President C. Gravetter would like to attend more Board meetings.
- The Document of Understanding (DOU) with the MCLS will need to be signed by Board President B. LoBracco.

Executive Session

None.

Adjournment

At 8:48 pm, S. Rochette made a motion (with P. Galinski seconding) to adjourn. The motion passed unanimously.

Next regular meeting: 16 June 2021, 7:00 pm.

Minutes respectfully submitted by S. M. Rochette.