

Seymour Library Board of Trustees

Date: 21 July 2021

Call to Order

The (virtual) regular meeting of the Seymour Library Board of Trustees was called to order at 7:02 pm on 21 July 2021 by Board President B. LoBracco.

Attendance

Present: Marilyn Brown, Bernie LoBracco, Scott Maar, Scott Rochette, Kristen Sharpe, and Jennifer Caccavale (Library Director)

Absent: Libby Caruso, Pat Galinski, Bruce Leslie, and Mark Scheda

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

Public Comments

None.

Adoption of Agenda

K. Sharpe made a motion (with M. Brown seconding) to adopt the agenda of the 21 July 2021 meeting (conducted via Zoom). The motion passed unanimously.

Approval of Minutes

K. Sharpe made a motion (with M. Brown seconding) to accept the minutes of the 16 June 2021 meeting (conducted via Zoom). The motion passed unanimously.

Correspondence

None.

President's Report

- Questions regarding the Joint Operations Agreement and Lease were forwarded to the lawyers some time ago. We received feedback from Jim Bell (attorney for Sweden) on 14 July 2021 highlighting two very minor (grammatical) changes.
- The Village Board has proposed that the 2020 allocation be used as a baseline for developing the 2022 budget. Recall that the 2021 allocation was \$51K less than the 2020 allocation due to COVID-19.

Director's Report

- Insero & Co. came to the Library on 12 July 2021 for field work on the audit. The auditors had additional questions posed, which will be investigated by Director J. Caccavale. The auditors will make a presentation at the September 2021 Board meeting.
- Paperwork for the NYS Construction grant paperwork has been filed. Additional information was required and submitted, and the Director is waiting for a response.
- Director J. Caccavale would like to establish a NYS Deferred Compensation Plan for employees to contribute toward retirement. The towns of Clarkson and Sweden have such a plan for their employees. There would be no fee to enroll. The Director would need to discuss this matter with the Village to arrange for payroll deductions.
- Tim Smith has offered his services as a volunteer landscaper (but no lawn mowing). Director J. Caccavale will investigate the implications on the Library's Workers' Compensation policy.
- A current Library employee has expressed the need of an emotional support animal during her shifts.

Old Business

Standing Committee Updates

Friends

No report.

Foundation

- The Foundation will meet on 9 August 2021.
- The Village has a grant writer that would be able to assist the Library in grant writing to support activities outside of routine operations.

Municipal Liaisons

- The Village Board passed a resolution regarding using the 2020 allocation (pre-COVID) as a baseline for the 2022 budget.
- Airserv has been approved for AC work.
- The Village Board will likely approve the JOA and Lease at their next meeting.
- Sweden liaison P. Hayles noted improved communications between the boards.

Facilities and Operations

No report.

Financial

- July bill signers: L. Caruso and S. Maar
- August bill signers: B. LoBracco and K. Sharpe

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

No report

Nominating

No report.

Personnel

The Committee will meet on 23 July 2021 at 10 am to continue their discussion and review of the Employee Handbook.

Policies

No report.

Other Business

None.

Executive Session

None.

Adjournment

At 7:46 pm, S. Rochette made a motion (with S. Maar seconding) to adjourn. The motion passed unanimously.

Next special meeting: 4 August 2021, 6 pm (in-person, Duryea Room)

Next regular meeting: 18 August 2021, 7:00 pm (via Zoom).

Minutes respectfully submitted by S. M. Rochette.