

Seymour Library Board of Trustees

Date: 22 September 2021

Call to Order

The regular meeting of the Seymour Library Board of Trustees was called to order at 6:32 pm on 22 September 2021 by Board President B. LoBracco.

Attendance

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

Absent: Libby Caruso, 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 22 September 2021 meeting (conducted in-person). The motion passed unanimously.

Approval of Minutes

K. Sharpe made a motion (with M. Brown seconding) to accept the minutes of the 18 August 2021 meeting (conducted via Zoom). The motion passed unanimously, with Trustee S. Rochette abstaining.

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

- The Friends Book Sale will run 13-16 October 2021.
- The next meeting will be on 18 October 2021 at 3:30 pm in the Duryea Room.

Foundation

- The Foundation will meet on 12 October 2021 at 4:30 pm in the Local History Room.
- 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

- Brockport Liaison A. Crane noted that the Village Board will meet to discuss the revised Library budget, the Library audit, and electrical billing with the Village Treasurer next week.
- Sweden Liaison P. Hayles provided a lengthy report (see attached).

Facilities and Operations

No report.

Financial

- September bill signers: M. Brown and B. LoBracco
- October bill signers: S. Maar and K. Sharpe
- The Committee met on 13 September 2021 to review the draft 2022 budget. The Committee analyzed in detail the budgeted salary variances from 2019 to 2022 as requested by the municipalities. The Committee agreed to propose increasing the salary budget to accommodate the increase in weekly operating hours from 44 to 53, at an approximate cost of \$15,000. A special Board meeting will be called on 6 October 2021 to review and approve the proposed 2022 budget.

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

See attached.

Nominating

No report.

Personnel

- The Committee met three times since the August 2021 Board meeting.
- The Committee is making good progress in reviewing and revising the Employee Handbook.
- The next meeting will be 1 October 2021 at 10:00 am in the Duryea Room.

Policies

No report.

Other Business

None.

Audit Presentation (Insero & Co.)

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: 6 October 2021, 6:30 pm (in-person, Duryea Room)

Next regular meeting: 20 October 2021, 6:30 pm (in-person, Duryea Room).

Minutes respectfully submitted by S. M. Rochette.

Appendix 1: Sweden Liaison Report

At the August 24, 2021 budget presentation made by the Director and Board of the Seymour Library a number of concerns were raised by the funding municipalities. The most commonly repeated concerns included the following:

- The funding request includes a restoration of the funds provided to the Library based on 2020 levels plus 2%. However this increase in funding does not include a restoration of the hours back to pre-COVID level of 53 hours. Instead the proposed budget reduces hours by 16.98% or 9 hours.
- Per the MOU signed by all four parties, “the Library will ensure that the budget presented to the Participating Municipalities each year is both balanced and within the Participating Municipalities' calculated Property Tax Cap mandated by the State of New York. In exceptional circumstances the Library may make budgetary requests in excess of said Tax Cap but will provide compelling justification to the Participating Municipalities and any such budgetary increases shall be within the sole and absolute discretion of each Participating Municipality.” Providing raises in excess of the 2.5% base raise to all Library employees and raising contractual expenses by nearly 6% does not meet the standard of “exceptional circumstances.” A copy of analysis of the contractual expenses is attached.
- Using the 2019 pre-COVID Budget as the base year, the 2022 budget has increased 10.6% in that three-year period.
- The Town of Sweden is prepared to restore funding based on the 2020 budget year plus 1.56% (the tax cap for 2020) plus a compounded 2% for 2021. The Town will also base the funding on the 2020 census. This will increase the funding year over year by \$34,662 or 27.25% over 2021 funding. The increase over the base year of 2020 is \$20,528 or 14.52%. If all municipalities follow Sweden's formula the Library will receive \$8,160 more than requested. However, Sweden is requesting the hours be restored to 53 hours per week to receive this funding.

At a September 7, 2021 budget workshop, the Sweden Town Board repeated these concerns in addition to the following:

- The Library is currently serving an average of 19 patrons per hour. It cannot afford to have staff at the library one hour before opening. As in all other departments, staff members should multi-task to accomplish the services to be performed.
- We are requesting a more detailed and conclusive payroll analysis as part of the funding request to the municipalities.

If there has been any misinterpretation of information provided, I would be open to receiving that information from the Library Board and Director.

Appendix 2: Marketing Committee Report

Online Donations

The committee will assist the Library with plans to set-up a PayPal account for online donations. Work will need to be done to prepare the website and set up the account. Bernie will contact Christa to discuss the process.

Silver Anniversary Fundraising

- Three documents were reviewed and edited:
 1. A fundraising letter to be sent to businesses and organizations
 2. A Business Partnership Donation Form
 3. A Donation Form for Individual, Groups, or Organization
- The committee met September 14 to continue document revisions and review list of vendors used by municipalities and organizations to send the letters.
- Letters will be presented at September Board meeting.
- Paper balloons that patrons can purchase as a donation are now available..

Silver Anniversary Day of Celebration is planned for Dec. 8th

- Invite list (mayor, supervisors, Duryea family, Board, Foundation, Friends, Volunteers, Staff, those involved with the Library 25 years ago)
- The day's celebration with programs and activities will be planned by staff.
- Materials to create the time capsule were purchased by J. Caccavale (PVC pipe, etc.).
- Memorabilia from building, the Library 25 years ago, is on display and Throw Back Thursdays have been started on the website.

Mascot

Staff is communicating with the company chosen to make the mascot about specific fabric selections. It is anticipated that we will have the mascot at the start of next year.

