

Seymour Library Board of Trustees

Date: 15 December 2021

Call to Order

The regular meeting of the Seymour Library Board of Trustees was called to order at 6:35 pm on 15 December 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

Guest: Patty Hayles (Sweden liaison)

Public Comments

None.

Adoption of Agenda

L. Caruso made a motion (with S. Rochette seconding) to adopt the agenda of the 15 December 2021 meeting (conducted in-person). The motion passed unanimously.

Approval of Minutes

M. Brown made a motion (with S. Rochette seconding) to accept the minutes of the 17 November 2021 meeting. The motion passed unanimously.

Correspondence

None.

President's Report

2021 saw a great deal of progress made at the Library, with the signing of the Memorandum of Understanding and the Joint Operating Agreement by the Library and the municipalities, the installation of LED lighting throughout the Library, the upgrade of the AV capabilities of the Duryea Room, and the hiring of two new FT librarians, all during the COVID-19 pandemic.

Director's Report

- Library Director J. Caccavale expressed her thanks to those who attended and assisted with the 25th Anniversary Celebration on 8 December. The Library received over \$5,000 in donations and the like. An album of pictures, flyers, and other materials will be compiled for the Local History Room.
- Patrick Pittman, the recently hired Young Adult librarian, is working out well. He intends to create a bridge section between the children's and young adult materials (i.e., middle grades), to be housed in the teen section. He will also create a separate manga (Japanese graphic novel) section. Mr. Pittman will also be in charge of the AV collection and acquisitions.
- The Library is switching to Midwest Tape for AV acquisitions. The Library would like to conduct a survey/study on AV material usage.
- Library Director J. Caccavale attended virtual meetings with State Senator Ortt and Assemblyman Hawley.
- The Library Advocacy Day in February will be held virtually.
- The revised 2022 holiday closing schedule was discussed. The Saturday closings before Memorial and Independence days were removed. Some Trustees expressed concern regarding closing the Library on the Saturday before Labor Day.
- M. Scheda made a motion (with B. Leslie seconding) to accept the amended 2022 holiday closing schedule, with the Library open on the Saturday before Labor Day. The motion passed unanimously.
- The draft 2022 Board of Trustees meeting schedule was discussed.
- S. Rochette made a motion (with M. Brown seconding) to accept the draft 2022 Board of Trustees meeting schedule. The motion passed unanimously.

Old Business

Standing Committee Updates

Friends

The Friends gave Christmas gifts given to the Library staff.

Foundation

- The Foundation met on 14 December 2021. They reported making \$1400 on the basket raffle.
- The Foundation is making plans for the fundraising event on 7 May 2022.
- The Foundation is working on donor recognition and making plans for 2022, including a collaborative meeting with the Friends.
- They will be sponsoring a staff luncheon sponsored by Foundation on 21 December 2021 at 1 pm.
- Balances:
 - Savings: \$42,861.49
 - Checking: \$1738.96
 - CD: ~\$20K

Municipal Liaisons

- Sweden Liaison P. Hayles said that the 25th celebration was well done.
- Sweden Liaison P. Hayles would like the municipalities conduct a survey during the first quarter of 2022. The municipalities would work with the Marketing Committee to determine what information would be desired.
- Sweden Liaison P. Hayles thinks the Board is moving in the right direction, and hopes that the Board can focus on Library matters and less on budgetary matters.
- Sweden Liaison P. Hayles noted that the Town of Sweden plans to hold back 17% of the budget until Library is open 53 hours per week.

Facilities and Operations

- All of the old lights are currently stored at Trustee Scheda's house. He plans to sell them via eBay, with the proceeds going to the Library.
- Committee chair M. Scheda is resigning from Board of Trustees at the end of 2021. The Library staff and Board of Trustees thank him for his years of excellent service, and wish him well on his future endeavors.

Financial

- December bill signers: L. Caruso and S. Maar
- January bill signers: K. Sharpe and S. Maar
- B. Rooks (Yaeger, Triviso) provided an update regarding the 2021 budget, specifically that we should have a roughly \$39K overall favorability at the end of 2021.
- We appear to have an outstanding serials bill. This will be investigated to ensure it's not in error.
- The Committee met with B. Rooks on 10 December 2021 to discuss the monthly financial reports and other matters. The Committee intends to have her come to a Board meeting in February or March, to discuss the key elements that the Board should reviewing to fulfill their fiduciary responsibility.

Approval of Bills and Treasurer's Report

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

Marketing

- A full-page article was on the front page of the *Westside News* (Issue No. 48) on 28 November 2021, titled "The Seymour Library celebrates silver anniversary at current location," submitted by Library Director J. Caccavale and staff. Information about the fundraising was also in the *Westside News*.
- Posters inviting the public to the celebration were designed by Roger Dowd and were distributed by the committee to municipalities, Sweden/Clarkson Recreation Center, the Brockport and Clarkson post offices, SUNY Brockport, and area stores.
- The following were asked to submit a letter to be placed in the time capsule: Friends, Foundation, Library Board, and Municipality Boards. On 8 December 2021 these groups placed their letter into the time capsule. Prior to placing the letters into the time capsule, the letters were read aloud to those present at the Silver Anniversary Celebration.
- Mrs. Duryea and her daughter were given a personal tour of the library on 8 December 2021
- On 8 December 2021 Monroe County Legislator Jackie Smith presented a Proclamation to the Library.
- The Time Capsule was filled with letters, the Program of Events, a Seymour t-shirt, an article from *Westside News*, a popular children's book, among other items.

Marketing (continued)

- A coupon from the Friends for a free used book was distributed by Friends President Lynne Gardner and Friends member Dan Burns as attendees left the library after filling the time capsule.
- Volunteer Roger Dowd is putting together a booklet about the Seymour Library which will include information and pictures of the Silver Anniversary Celebration.
- Thank you notes for all donations have been mailed. Companies and organizations have been given a certificate to hang in their offices. A list of donors is posted in the library and will be updated until 31 December 2021. On that day, the final list of donors will be added to the list before being placed in the time capsule.
- Committee Chair P. Galinski thanked Scott and Kathy Rochette for their donation made in honor of past and current Trustees.
- The January 2022 meeting will focus on online donations, the mascot, and the Committee's End-of-Year Report.

Nominating

- The 2022 slate of Officers was voted on during the meeting:
 - President: B. LoBracco
 - Vice-President: M. Brown
 - Secretary: S. Rochette
- L. Caruso made a motion (with S. Rochette seconding) to accept the slate of candidates. The motion passed unanimously. Congratulations and thank you to the officers for their service!

Personnel

The Committee met three times since the November 2021 Board meeting, and is doing the final editing of the Employee Handbook.

Policies

No report.

Executive Session

At 7:58 pm, S. Rochette made a motion (with M. Brown seconding) to go into executive session to discuss a personnel matter.

At 8:00 pm, S. Rochette made a motion (with M. Brown seconding) to come out of executive session.

Other Business

S. Rochette made a motion (with M. Brown seconding) to move Library Director Jennifer Caccavale from probationary status to permanent status. The Board congratulates Ms. Caccavale on her promotion, and looks forward to working with her for many years to come.

Adjournment

At 8:16 pm, S. Rochette made a motion (with M. Scheda seconding) to adjourn. The motion passed unanimously.

Next regular meeting: 19 January 2022, 6:30 pm (in-person, Duryea Room).

Minutes respectfully submitted by S. M. Rochette.