

Seymour Library Board of Trustees

Date: 17 November 2021

Call to Order

The regular meeting of the Seymour Library Board of Trustees was called to order at 6:37 pm on 17 November 2021 by Board President B. LoBracco.

Attendance

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

Absent: none

Guests: Annie Crane (Brockport liaison), Christa Filipowicz (Clarkson Supervisor and Library Treasurer), Patty Hayles (Sweden liaison), and Brenda Rooks (Yaeger, Triviso & Associates, Inc., via Zoom)

Public Comments

None.

Adoption of Agenda

P. Galinski made a motion (with S. Rochette seconding) to adopt the agenda of the 17 November 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 20 October 2021 meeting. The motion passed unanimously.

Correspondence

None.

President's Report

- The proposed 2022 budget was amended. The final allocation from municipalities is \$523,066.27. The budget was adjusted to achieve balance, with adjustments made to the retirement, HRA usage, utilities, and contractual expense allocations.
- S. Maar made a motion (with S. Rochette seconding) to accept the adjusted 2022 budget. The motion passed unanimously.
- The new lease and operating agreement will need to be signed by Board President B. LoBracco.

President's Report (continued)

- A patron was injured recently as a result of a chair in the Duryea room collapsing. The remaining chairs were examined for sturdiness and several were removed from use.

Director's Report

- The 2022 Holiday schedule was proposed. There are a number of Saturdays when the Library will be closed as part of a holiday weekend. Only FT employees will be paid on these holidays. Some discussion ensued regarding whether the Library should be closed on the Saturday before a Monday holiday (Memorial Day, 4th of July, Labor Day). We should examine previous years' holiday schedules and other libraries' holiday schedules and vote on the 2022 schedule next month.
- S. Maar made a motion (with P. Galinski seconding) to close the Library on 3 January 2022. The motion passed unanimously.
- Josephine Belde will be starting as a Library Page on 22 November 2021. Patrick Pittman, the new Young Adult Librarian, will start on 6 December 2021.
- P. Galinski made a motion (with L. Caruso seconding) to accept Josephine Belde and Patrick Pittman in their respective positions. The motion passed unanimously.
- Due to Young Adult Librarian Stephanie Blando's departure, some FT staff members had to make up for her shifts. This has resulted in two FT staff having leftover vacation days in 2021. Library Director J. Caccavale has requested that these staff members are allowed to roll over their remaining vacation time.
- L. Caruso made a motion (with P. Galinski seconding) to allow J. Caccavale and K. Whittemore to roll over eight and three vacation days into 2022, respectively, to be used by the end of 2022. The motion passed 7-2, with trustees M. Scheda and K. Sharpe voting against the motion.

Old Business

Standing Committee Updates

Friends

The Friends met on 15 November 2021. The Committee will be decorating the Library on 30 November 2021, and assisting with the Silver Anniversary celebration on 8 December 2021.

Foundation

The Foundation will meet in December.

Municipal Liaisons

- Brockport Liaison A. Crane discussed the sewer problem. DPW will be addressing the issue.
- Sweden Liaison P. Hayles asked that the four boards schedule an annual meeting during the first quarter of 2022 (mid-February to mid-March).
- Sweden Liaison P. Hayles also asked about the reestablishment of a 53-hour operating week. Library Director J. Caccavale said that the end of January is the target.
- Sweden Liaison P. Hayles also noted that there need to be established parameters regarding political meetings on Library grounds in order to maintain its 501(c)(3) status.

Facilities and Operations

No report.

Financial

- November bill signers: L. Caruso and S. Maar
- December bill signers: L. Caruso and S. Maar
- B. Rooks (Yaeger, Triviso) notes that we have a roughly \$31K overall favorability with respect to the 2021 budget.
- The Committee would like to meet with B. Rooks regarding the financial documents.
- The Town of Sweden will provide a Treasurer starting on 1 January 2022.

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

- Advertising for the Library's Silver Anniversary Celebration on 8 December 2021 will be in the *Westside News*. Library Director J. Caccavale and the Library staff will submit an article.
- Posters inviting the general public to the Silver Anniversary Celebration have been designed by Roger Dowd, and will be distributed to the municipalities, the Sweden/Clarkson Rec Center, and area businesses.
- Invitations will be sent to the following:
 - Friends of the Seymour Library
 - Seymour Library Foundation
 - Seymour Library Board of Trustees
 - Boards of the towns of Clarkson and Sweden, and the Village of Brockport
- Each of the boards listed above will be asked to submit a letter to be placed in the time capsule, at the conclusion of the celebration at 5:15 pm.
- Other invitees will be determined by the Marketing Committee and the Library staff.
- The time capsule will include the aforementioned letters, the program of celebration events, a Seymour Library t-shirt, the *Westside News* article, and donation information. The Marketing Committee and the Library staff will provide further suggestions.
- The main part of the Library will be decorated with silver balloons on 8 December 2021, the day of the celebration.
- The Local History Room will have displays set up for the Little Museums.
- Each guest at the celebration will receive a coupon for a free used book from the Friends of the Seymour Library.
- The January 2022 meeting will focus on online donations.

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.

Personnel

- The Committee met three times since the October 2021 Board meeting, and will meet on 19 November 2021.
- The Committee is making good progress in reviewing and revising the Employee Handbook.

Policies

No report.

Other Business

None.

Executive Session

At 7:43 pm, S. Rochette made a motion (with P. Galinski seconding) to go into executive session to discuss a volunteer matter.

At 7:59 pm, P. Galinski made a motion (with S. Rochette seconding) to come out of executive session.

Adjournment

At 8:00 pm, S. Rochette made a motion (with L. Caruso seconding) to adjourn. The motion passed unanimously.

Next regular meeting: 15 December 2021, 6:30 pm (in-person, Duryea Room).

Minutes respectfully submitted by S. M. Rochette.