

Seymour Library Board of Trustees

Date: 16 February 2022

Call to Order

The meeting of the Seymour Library Board of Trustees was called to order at 6:36 pm on 16 February 2022 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, Sweden trustee (to replace M. Scheda)

Guest: Annie Crane (Village liaison via Zoom), Patty Hayles (Sweden liaison), Brenda Rooks (Yaeger, Triviso & Associates via Zoom)

Public Comments

None.

Adoption of Agenda

P. Galinski made a motion (with M. Brown seconding) to adopt the agenda of the 16 February 2022 meeting. The motion passed unanimously.

Approval of Minutes

P. Galinski made a motion (with S. Rochette seconding) to accept the corrected minutes of the 19 January 2022 meeting. The motion passed unanimously.

Correspondence

None.

President's Report

- Several trustees are working on the Annual Report, the Employee Handbook, and the Policy Manual. Please review them on a timely basis so votes can be taken at Board meetings.
- Board Vice President M. Brown (21-28 Feb) and President B. LoBracco (1-8 March) will be primary Library contacts while Director J. Caccavale is away.

Director's Report

- Library Director J. Caccavale discussed two new hires: Adult Services Librarian Lea Takigawa and part time Desk Aide Julia Cogle. (42,016, 40 hours/week) and p/t desk aide (13.50/hr for 8 hours/week).
- P. Galinski made a motion (with S. Rochette seconding) to approve the hiring of Adult Services Librarian Lea Takigawa at an annual salary of \$42,016 for 40 hours per week, and Desk Aid Julia Cogle at an hourly rate of \$13.50 for eight hours per week. The motion passed unanimously.
- The format for the New York State Annual Report is changing with respect to programming, in that it will include data for synchronous and asynchronous programming. The report is due by 15 March 2002.
- Please report new Trustee swearing-in dates to Jennifer as soon as possible.
- Library Director J. Caccavale is getting married later this month. The Board congratulates her and wishes her a long, happy marriage.

Old Business

Standing Committee Updates

Friends

The Friends will meeting on Monday, 21 February 2022.

Foundation

No report.

Municipal Liaisons

- Library Director J. Caccavale asked Village Liaison A. Crane to pass along her gratitude to the Village maintenance crew for their assistance with a plumbing problem.
- Sweden Liaison P. Hayles brought up a number of matters to discuss:
 - The Library needs to send receipts to donors who donate at least \$250.
 - The 17% holdback from the Town of Sweden will be returned to the Library on a quarterly basis, as long as the Library maintains a 53-hour operating week.
 - The town of Sweden would like to conduct a survey similar to that done for the Sweden-Clarkson Recreation Center. They will coordinate with the Library Board to develop it.

Municipal Liaisons (continued)

- We should examine JOA to resolve the payment matter regarding HVAC problems.
- The town of Sweden is still looking for a Board Trustee to replace Mark Scheda, but should have one shortly.

Facilities and Operations

The long-range plan that will be developed this year will include plans for interior and exterior projects.

Financial

- February bill signers: M. Brown and S. Maar
- March bill signers: M. Brown and S. Maar
- B. Rooks (Yaeger, Triviso & Associates) noted that we should be favorable to the 2021 budget for net income by ~\$28K due to fund balance, revenue, and budget adjustments. She will move forward with the filing of the AUD.
- The Committee met on 14 February 2022. It was determined that the Library cannot directly fund retirements, but will need to continue using the Village for this purpose.
- The Committee will need to meet before the March 2022 meeting to make adjustments to the 2022 budget to achieve a balanced state.

Approval of Bills and Treasurer's Report

After review, and with a motion from S. Maar, seconded by K. Sharpe, the Treasurer's Report and payment of bills were unanimously approved.

Marketing

The Committee is finalizing the annual report. Some minor edits/updates still need to be made. The Board reviewed the latest draft of annual report. Presentation of the annual report will be made to the three municipalities on 22 March 2022 at the joint meeting.

Nominating

No report.

Personnel

- The Committee will send a draft of the Employee Handbook to the Board for review.
- Long-range planning committee has been established.

Policies

Policy 200.1 (Emergency Closing Policy) has been drafted. A Committee meeting set for 1 March 2022.

Executive Session

None.

Other Business

None.

Adjournment

At 8:21 pm, S. Rochette made a motion (with P. Galinski seconding) to adjourn. The motion passed unanimously.

Next Board meeting: 16 March 2022, 6:30 pm

Next meeting: 22 March 2022, 7:00 pm (Joint Annual Meeting, Sweden Town Park Lodge)

Minutes respectfully submitted by S. M. Rochette.