

Seymour Library Board of Trustees

Date: 19 January 2022

Call to Order

The virtual meeting of the Seymour Library Board of Trustees was called to order at 6:32 pm on 19 January 2022 by Board President B. LoBracco.

Attendance

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

Absent: Sweden trustee (to replace M. Scheda)

Guest: Annie Crane (Village liaison)

Public Comments

None.

Adoption of Agenda

P. Galinski made a motion (with M. Brown seconding) to adopt the agenda of the 19 January 2022 meeting (conducted via Zoom). The motion passed unanimously.

Approval of Minutes

B. Leslie made a motion (with P. Galinski seconding) to accept the minutes of the 15 December 2021 meeting. The motion passed unanimously.

Correspondence

None.

President's Report

We will need to form a Strategic Planning Committee to develop the 2023-25 Strategic Plan. It will require participation from the Marketing, Facilities, and Financial committees. It will also need a co-chair to lead the Committee along with the Library Director.

Director's Report

- The 53-hour operating week starts on 24 January 2022. The new Library hours will be as follows:

Monday-Thursday: 10:00 am – 8:00 pm

Friday: 10:00 am – 6:00 pm

Saturday: 10:00 am – 3:00 pm

Sunday: closed

- Interviews have been set for at least three candidates for the Adult Librarian position.

Old Business

Standing Committee Updates

Friends

No report.

Foundation

- The Foundation met on 18 January 2022 (along with the Friends). They discussed various fundraising ideas.
- A question from the Foundation: what is planned for the reserve funds? This question should be answered by the Board and/or the Library Director.

Municipal Liaisons

- Village Liaison A. Crane noted that the budget workshop will be held on 24 January 2022.
- Library Director J. Caccavale asked if the Village highway department can plow closer to the building entrances (main and staff).

Facilities and Operations

As of November 2021, we lost our security and fire monitoring capacities due to the switchover to a VOIP phone system. This needs to be fixed. Library Director J. Caccavale asked the municipalities for suggestions. Two quotes are being sought: a short-term fix in the form of a cellular reporting system, and a full system restoration. The latter will likely be very expensive, and the responsibility of covering the cost will need to be investigated.

Financial

- January bill signers: S. Maar and K. Sharpe
- February bill signers: M. Brown and S. Maar
- B. Rooks (Yaeger, Triviso & Associates) noted that there are some outstanding 2021 bills (~\$20,000), but we should be favorable to the 2021 budget for net income by ~\$55K. The main reason for this is the lack of an adult services librarian during 2021.
- We are attempting to determine if we can be billed directly for retirements, as opposed to being billed through the Village as they are now.
- The Committee would like to meet before the 16 February 2022 meeting, as the 2021 books will close on 8 February 2022.
- Kevin Johnson (Sweden Town Supervisor and current Library Treasurer) has elected to remain with Yaeger, Triviso & Associates as the Library's accounting firm. They will be completing our 2021 990 and AUD forms, and continue working with the Library bookkeeper.
- M. Brown made a motion (with B. Leslie seconding) to allow Yaeger, Triviso & Associates to complete the aforementioned engagement letters. The motion passed unanimously.
- 2022 budget issues:
 - We have two insurance policies: one that covers the building and the Trustees and Library Director, and one that covers higher liabilities. The costs for these policies increased slightly, which was not accounted for in the proposed 2022 budget.
 - Trash removal costs have increased by \$22/month. This too was not accounted for in the 2022 budget.
 - The 2022 budget was missing \$11,500 from the FFRPL Tummonds Fund Grant.
- As a result of these aforementioned issues, budget dollars will need to be shifted around.

Approval of Bills and Treasurer's Report

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

Marketing

- The Marketing Committee, Foundation, and Friends met on 18 January 2022 to discuss fundraising, online donations, and donor recognition. Highlights from that meeting:
 - Board President B. LoBracco, Foundation President C. Gravetter and Friends President L. Gardner will meet to set-up an online donation option on the Seymour Library website. The donation button will allow donors to choose where their donation goes to enhance the Library: the Seymour Library, The Seymour Library Foundation, or The Friends of the Seymour Library.
 - Fundraisers among the three entities will be coordinated as not to overlap.
 - The Foundation is putting together a donor recognition display and will include donations made to The Friends and the Seymour Library.
- The Committee is assisting in putting together the Annual Report (supplement to the NYS report), which will be presented to the municipalities and community.
- The Committee will continue to send out Board Meeting Highlights to assist those who are presenting to the municipality boards.
- The Committee will follow up on the progress of the Mascot project.
- A question was raised regarding the status of the Sweden town survey. It was determined that the Marketing and Strategic Planning committees should arrange this, and it should be done prior to developing the next long-range plan. The municipalities and Library Board will likely discuss this at the First Quarter meeting on 8 February 2022.

Nominating

No report.

Personnel

- The Committee is doing the final editing of the Employee Handbook. It will be completed on 21 January 2022, when formatting will start. It will be sent to Trustees for review prior to future meeting.
- Standing Committee assignments have been distributed. It was noted that a long-range planning committee will need to be established.

Policies

The Committee established monthly meetings on the first Tuesday. Any interested Trustees are invited to attend these meetings to work on policies.

Executive Session

None.

Other Business

None.

Adjournment

At 8:19 pm, S. Rochette made a motion (with P. Galinski seconding) to adjourn. The motion passed unanimously.

Next Board meeting: 16 February 2022, 6:30 pm (format TBD)

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

Minutes respectfully submitted by S. M. Rochette.