

Seymour Library Board of Trustees

Date: 16 March 2022

Call to Order

The meeting of the Seymour Library Board of Trustees was called to order at 6:34 pm on 16 March 2022 by Board President B. LoBracco.

Attendance

Present: Marilyn Brown, Pat Galinski, Bruce Leslie, Bernie LoBracco, Scott Maar, Donald Pophal (new Sweden Trustee), Scott Rochette, Kristen Sharpe, and Jennifer Caccavale (Library Director)

Absent: Libby Caruso

Guest: Annie Crane (Village liaison), John Culhane (Clarkson town board member, via Zoom), and Patty Hayles (Sweden liaison)

Public Comments

None.

Adoption of Agenda

P. Galinski made a motion (with B. Leslie seconding) to adopt the agenda of the 16 March 2022 meeting. The motion passed unanimously.

Approval of Minutes

M. Brown made a motion (with S. Rochette seconding) to accept the minutes of the 16 February 2022 meeting. The motion passed nearly unanimously, with Trustee D. Pophal abstaining.

Correspondence

None.

President's Report

A new Trustees list has been prepared, with the addition of Trustee D. Pophal. Welcome aboard, Donald!

Director's Report

- Library Director J. Caccavale is pleased with the increase in circulation figures (2% over last year).
- The Library is currently fully staffed. Given the current situation regarding inflation and gas prices, Library Director J. Caccavale is arranging the schedule in order to ensure efficiency.
- Preparations for the summer reading programs are taking place among the three librarians, including programming that uses the renovated Duryea Room. It is hoped that the Duryea Room will be fully and consistently booked during the summer.
- The New York State Annual Report has been prepared and needs to be submitted to MCLS.
- P. Galinski made a motion (with S. Rochette seconding) to submit the New York State Annual Report. The motion passed unanimously.

Old Business

Standing Committee Updates

Friends

- The Friends made donations to several groups, including but not limited to the following: Project Graduation, the Library Staff Appreciation Lunch, and the Kiwanis Bookmark Contest.
- The Spring Book Sale will be on 6-9 April 2022.
- The next meeting will be on 27 March 2022.

Foundation

- The Annual Meeting was held on 21 February 2022.
- Latest financial balances:
 - ESL Checking: \$1,760.92
 - ESL Savings: \$48,741.39
 - ESL CD: \$20,091.84
- The Foundation is planning a fundraising event on 7 May 2022.

Municipal Liaisons

- Village Liaison A. Crane noted that Village Board members are looking forward to the annual report presentation on 22 March 2022.
- Sweden Liaison P. Hayles brought up a number of matters for discussion:
 - Will backsliding due to COVID be addressed in any way by Library literacy programs? Yes, via summer reading program sponsored by NYS. Library Director J. Caccavale also wants to establish the 1000 Books Before Kindergarten program.
 - Is the door count halved due to the single entry/exit point? Yes.
 - The Seymour Library Annual Report will be emailed to municipalities (via mayor/supervisors), and hard copies will be distributed at the joint meeting.
 - The municipalities will create and conduct the library survey (similar to the 2018 Rec Center survey), in coordination with Marketing Committee.

Facilities and Operations

- New toilets arriving Monday, 21 March. New hand dryers are coming soon. Associated costs are being covered by the municipalities per the Joint Operating Agreement.
- Library Director J. Caccavale alerted the municipalities regarding the roof's warranty: 30 years from date of completion, but does not cover acts of God. Roof valleys appear to be installed correctly. Holes may be due to shingle defect or act of God. It has been suggested that we send the shingle manufacturer the 2019 engineer's report highlighting the roof damage.
- Regarding the NYS Reimbursement Grant: the award is \$63K, with a library contribution of \$11K. Between 2019 and 2021, the Library spent \$45K on HVAC and LED lighting. In order to be reimbursed, the Library needs to spend the remaining grant funds. The Library proposes to use the remaining money to paint the interior. We currently have one estimate, and are awaiting two others. We will need to change the scope of the project to include the painting. Painting may not be eligible, as it may be considered maintenance. In addition, projects undertaken in 2019 may fall outside the scope of the grant. If either or both of these scenarios come to fruition, new projects will need to be undertaken in order to receive reimbursement.
- New Sweden trustee D. Pophal has been named chair of this Committee.

Financial

- March bill signers: M. Brown and S. Maar
- April bill signers: S. Maar and K. Sharpe
- Trustee D. Pophal would like to examine the past two years' electric bills to determine if there are any savings from replacing the lighting with LEDs.
- Drafts of the AUD and 990 forms were reviewed by Board President B. LoBracco and Library Director J. Caccavale, who need to sign the documents.
- B. Leslie made a motion (with S. Rochette seconding) to sign the AUD and 990 forms. The motion passed unanimously.
- The 2022 Budget needed to be reduced by \$10,400 (FICA, maintenance, lawn, health insurance, rug cleaning) to achieve a balanced state.
- S. Maar made a motion (with B. Leslie seconding) to approve the amended 2022 budget as presented in the Board packet. The motion passed nearly unanimously, with D. Pophal abstaining.

Approval of Bills and Treasurer's Report

After review, and with a motion from P. Galinski, seconded by B. Leslie, the Treasurer's Report and payment of bills were unanimously approved.

Marketing

- The Committee met on 10 March 2022 to review the annual report based on comments made at the February 2022 Board meeting. Prior to this meeting, Trustees S. Maar and P. Galinkski, Library Director J. Caccavale, and B. Rooks (Yaeger, Triviso & Associates) worked on gathering statistics, while the Committee and Board provided additional feedback. Presentation of the annual report will be made to the three municipalities on 22 March 2022 at the joint meeting.
- A strength/weakness/opportunity/threat (SWOT) analysis will be presented at the joint meeting on 22 March 2022. Please make suggestions ASAP.
- Board President B. LoBracco and Library Director J. Caccavale worked with Library staff to set up an online donation account on PayPal. It has been linked to Five Star Bank, and Sweden Town Supervisor K. Johnson has been named as Treasurer in charge of the account.
- Library staff member J. Waldow has informed the Committee that a deposit has been sent to the company making the Library mascot. The costume is expected to be ready for the 2022 Summer Reading Program.

Marketing (continued)

- Next meeting: 4:00 pm, 14 April 2022.

Nominating

No report.

Personnel

- The Committee sent a draft of the Employee Handbook to the Board for review on 17 February 2022. Any revisions of the document should be sent to the Board. Areas for discussion regarding benefits, time off from work, and salary will be addressed by the Personnel and Finance committees.
- It's been suggested that a legal expert examine the document when it's complete.
- The Committee will meet on 18 March 2022 to discuss feedback from Board members.

Policies

- K. Sharpe made a motion (with S. Rochette seconding) to approve Policy #200.1 (Emergency Closing). The motion passed nearly unanimously, with D. Pophal abstaining.
- Next meeting will be on 5 April 2022.

Executive Session

None.

Other Business

- There will be a Trustee training opportunity regarding intellectual freedom on 21 March 2022 from 6:30 to 8:00 pm. Please register if interested.
- Please ensure your Trustee binders are updated with the latest policy revisions. Check the revised table of contents for comparison.
- Library Director J. Caccavale thanked the Trustees for their thorough efforts and engagement in Library matters.

Adjournment

At 7:58 pm, S. Rochette made a motion (with M. Brown seconding) to adjourn. The motion passed unanimously.

Next Board meeting: 20 April 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.