

## **Seymour Library Board of Trustees**

Date: 20 April 2022

### **Call to Order**

The meeting of the Seymour Library Board of Trustees was called to order at 6:38 pm on 20 April 2022 by Board President B. LoBracco.

### **Attendance**

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

Absent: Bruce Leslie

Guest: John Culhane (Clarkson town board member, via Zoom)

### **Public Comments**

None.

### **Adoption of Agenda**

P. Galinski made a motion (with S. Rochette seconding) to adopt the agenda of the 20 April 2022 meeting. The motion passed unanimously.

### **Approval of Minutes**

P. Galinski made a motion (with K. Sharpe seconding) to accept the minutes of the 16 March 2022 meeting. The motion passed unanimously.

### **Correspondence**

None.

### **President's Report**

See specific sections below.

## **Director's Report**

- Sweden facilities staff has visited library to investigate and address several physical plant issues.
- Some of the new toilets have been installed by Village facilities staff; the others will be installed in the near future.
- The air hand dryers have been delivered, and will be installed by Clarkson or Sweden.
- The Library received two small grants (\$1,923 from New York State Representative Stephen Hawley (\$1,923) and Walmart (\$1,000). The former will be used to purchase a new monitor for the circulation desk, while the latter will be used for partial funding of the 1000 Books Before Kindergarten project. This project will need more support, and Library Director J. Caccavale will be asking the Friends and Paychex for additional funding.
- Children's Librarian K. Whittemore's last day is Friday, 22 April. Canvassing for a new Children's Librarian will begin shortly, with the position being filled hopefully by June.
- Young Adult Librarian P. Pittman will be going to the middle and high schools to advertise the summer reading programs.

## **Old Business**

### Standing Committee Updates

#### **Friends**

The Friends met on 18 April. They expressed their thanks for help in setting up, running, and breaking down the sale, which made over \$2,000 in sales.

#### **Foundation**

The Foundation is planning a fundraising event on 7 May 2022, 7 pm—1950s theme. Assistance and attendance by the Library Board will be appreciated.

#### **Municipal Liaisons**

Sweden Liaison P. Hayles presented the following matters prior to the meeting for discussion:

- The 17% holdback in funding for the first quarter is forthcoming.
- Library Director J. Caccavale, P. Galinski, and Sweden liaison P. Hayles will meet during the week of 25 April 2022 regarding the municipal survey.

## **Facilities and Operations**

- D. Pophol performed an analysis on library electricity usage. The average monthly electrical usage during the July 2021-March 2022 was 9,987 kWh. By comparison, the average monthly electrical usage during the July 2020-March 2021 was 10,711 kWh, 6.76% more.
- Bernie and Don have been collecting salary data from other area libraries.
- The vending machines have been removed from the hallway outside the Duryea and Ellwanger rooms.
- Three to four estimates are being collected for painting the library interior.

## **Financial**

- April bill signers: S. Maar and K. Sharpe
- May bill signers: M. Brown and S. Maar

## **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 met on 14 April 2022 to review potential survey questions.
- The Mascot costume is under construction and should be ready for the start of the Summer Reading Program.
- The set up for online donations is ongoing.
- The Committee is collecting data for the next three-year plan. Guidelines from the American Library Association will be followed. The current long-range plan, library annual reports, and surveys will be reviewed.
- A Strengths, Opportunities, Aspirations, and Results (SOAR) analysis will build on the previously assembled SWOT analysis. A SOAR analysis focuses on the current strengths and visions of the future.
- P. Galinski asked the Board to review current core values from previous Strategic Plans via a short survey held during the Board meeting.

## **Nominating**

No report.

## **Personnel**

- The Employee Handbook is done. Only minor semantic changes were made.
- There will be a meeting on 22 April 2022 to discuss comparable salaries from area libraries.

## **Policies**

- The following policy actions were presented to the Board:
  - Reaffirm policies 100-2 (Adoption of the ALA Bill of Rights) and 100-3 (ALA Ethics Statement for Public Library Trustees)
  - Discontinue policies 600-3 (Smartphone Apps in Place of Library Cards), 800-10 (Local History Room Display Case), and 900-3 (eReader Circulation Policy and Form)
  - Revise Policy 800-11 to 800-10 (Quiet Study Rooms) and Policy 800-3 (Seymour Library Display Case)
- M. Brown made a motion (with S. Rochette seconding) to accept the policy recommendations made by the Policy Committee. The motion passed unanimously.

## **Executive Session**

None.

## **Other Business**

With area museums reopening, a Night at the Museums event will be held on 21 May 2022 from 4-8 pm, with seven museums participating. The Local History Room will be part of this. There will be an upcoming *Westside News* article on this.

## **Adjournment**

At 7:25 pm, S. Rochette made a motion (with S. Maar seconding) to adjourn. The motion passed unanimously.

Next Board meeting: 18 May 2022, 6:30 pm

Minutes respectfully submitted by S. M. Rochette.