

Seymour Library Board of Trustees

Date: 18 May 2022

Call to Order

The meeting of the Seymour Library Board of Trustees was called to order at 6:34 pm on 18 May 2022 by Board President B. LoBracco.

Attendance

Present: Marilyn Brown, Pat Galinski, Bruce Leslie (via Zoom), Bernie LoBracco, Donald Pophal, Scott Rochette, and Jennifer Caccavale (Library Director)

Absent: Libby Caruso, Scott Maar, and Kristen Sharpe

Guest: none

Public Comments

None.

Adoption of Agenda

P. Galinski made a motion (with S. Rochette seconding) to adopt the agenda of the 18 May 2022 meeting. The motion passed unanimously.

Approval of Minutes

D. Pophal made a motion (with S. Rochette seconding) to accept the corrected minutes of the 20 April 2022 meeting. The motion passed unanimously.

Correspondence

None.

President's Report

- The recent After Hours event was very successful.
- Board President B. LoBracco attended Marketing Committee meetings regarding the community survey and fundraising efforts/ideas.
- Board President B. LoBracco is working with the Personnel Committee to gather salary data from other libraries.
- Board President B. LoBracco Met with Village Treasurer Dan Hendricks twice regarding the solar contract.

Director's Report

- The new Children's Librarian, Jennifer Silmsler, is starting on 6 June 2022 at an annual salary of \$43,056.
- P. Galinski made a motion (with B. Leslie seconding) to approve the hiring of Jennifer Silmsler as Children's Librarian, to start on 6 June 2022 at an annual salary of \$43,056. The motion passed unanimously.
- All the new toilets have been installed by Village facilities staff.
- The air hand dryers have been delivered, and will be installed by Clarkson or Sweden.
- Board Director J. Caccavale signed up the Library for the first outreach since 2019: the Brockport Arts Festival, 13-14 August, 10 am-5 pm. She will be asking for staff, Board and Foundation members, and Friends to help staff the table. She hopes to have the Seymour mascot by then.
- Upcoming programming highlights:
 - 25 May 2022, 1 pm: Memorial Day Storytime with SUNY Brockport President Heidi Macpherson
 - 26 May 2022, 6 pm: author visit W. E. Wynne (*Understanding and Combating Racism*)
 - 13 June 2022, 6 pm: Summer Volunteer Orientation
- The After Hours event raised roughly \$11,000. Date and plans for next year are in place.
- The 14th Annual Kiwanis Bookmark Celebration will be on 21 May 2022 at 2 pm.
- Night at the Museums will be on 21 May 2022, 4-8 pm.

Old Business

Standing Committee Updates

Friends

- The Friends are preparing for the membership drive in June.
- The Fall Book Sale will happen on 12-15 October 2022.
- The Friends are considering bringing back the fabric/yarn sale.

Foundation

No report.

Municipal Liaisons

- Village Liaison A. Crane noted that the full Village allotment is coming in June.
- Sweden Liaison P. Hayles noted the following
 - The Sweden building department inspected the roof and indicated that the area around the lightning rod should be tarred instead of caulked. He also said that they would replace the missing louvers on the building's front façade.
 - Library Director J. Caccavale, P. Galinski, and Sweden liaison P. Hayles met regarding the municipal survey. They will meet again, then hold a meeting with Library and the municipalities to finalize the survey.

Facilities and Operations

- The Committee is working with Board President B. LoBracco regarding solar obligations with the Village.
- Board President B. LoBracco and Committee Chair D. Pophal have been collecting salary data from other area libraries.

Financial

- May bill signers: M. Brown and B. LoBracco
- June bill signers: M. Brown and B. LoBracco

Approval of Bills and Treasurer's Report

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

Long-Range Planning

- The Committee's evaluation of the Library's Core Values was compiled, but is still waiting for some Board members' input.
- A review of Board members' previously identified Strengths and Potential Opportunities was presented for feedback. The Committee would like 3-5 aspirations for the 2023-2025 LRP. This Committee will meet 26 May 2022 at 9 am.
- The Committee's brainstormed list of aspirations was reviewed to identify key themes.

Marketing

- The Committee met on 12 May 2022.
- Library Director J. Caccavale has been working on the PayPal Online Donation site for the Library.
- Progress on the Seymour the Book Dragon mascot costume is being made. It is hoped to be complete in time for the Brockport Arts Festival (13-14 August 2022) and possibly by the end of the Summer Reading Program. Volunteer Roger Dowd has drawn sketches of the costume, which will be used in marketing publications, etc.
- The Committee brainstormed fundraising ideas to raise its \$8,000 budget goal. Ideas included an online auction for big-ticket items, a raffle for big items, and a golf tournament in 2023. Other ideas are being sought for this year.
- Library Director J. Caccavale and Committee Chair P. Galinski met with Sweden Liaison Patty Hayles to review potential survey questions for a community survey previously reviewed by the Committee. A follow-up meeting will be planned.
- Committee members reviewed current communication avenues with municipalities, which include emailing the Board meeting agenda (including the Director's and librarians' reports), Board meeting highlights after Board meetings, Approved Board Minutes on the Library's website, budget presentation, and annual report presentation. A quarterly article submitted to *Westside News* was discussed as an additional way to keep the community informed of Library happenings.
- Committee members reviewed current communication avenues with patrons, which include Constant Contact email, social media (Facebook, etc.), press releases for weekly and special events, a monthly brochure of the calendar and program descriptions, and the Library's website. The community survey will shed light on how patrons learn about the Library's programs.

Nominating

No report.

Personnel

The Committee met earlier this month regarding Library salaries. The next meeting will be on 24 May at 9 am.

Policies

- The Committee met on 3 May 2022 to review the Trustee bylaws, with the vote to take place at the June 2022 Board meeting.
- The next meeting is on 7 June 2022 at 4 pm.

Executive Session

None.

Other Business

Sweden Liaison P. Hayles mentioned that the Town of Sweden's Harvest Festival will return this year on 17 September 2022, 9 am-3 pm at the Farmer's Museum. She would like to have the Library involved in some way.

Adjournment

At 7:19 pm, S. Rochette made a motion (with D. Pophal seconding) to adjourn. The motion passed unanimously.

Next Board meeting: 15 June 2022, 6:30 pm

Minutes respectfully submitted by S. M. Rochette.