

## Seymour Library Board of Trustees

Date: 15 June 2022

### **Call to Order**

The meeting of the Seymour Library Board of Trustees was called to order at 6:43 pm on 15 June 2022 by Board President B. LoBracco.

### **Attendance**

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

Absent: none

Guest: Annie Crane (Village liaison) and Patty Hayles (Sweden liaison)

### **Public Comments**

None.

### **Adoption of Agenda**

P. Galinski made a motion (with S. Rochette seconding) to adopt the agenda of the 15 June 2022 meeting. The motion passed unanimously.

### **Approval of Minutes**

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

### **Correspondence**

None.

## **President's Report**

- Over the past month Board President B. LoBracco has worked with the Personnel Committee to investigate alternative medical plans for full-time Library employees.
- Board President B. LoBracco is continuing to work with the Facilities Committee to find out the details of the contract with Greenspark Solar/Kendall Sustainable Infrastructure.
- Board President B. LoBracco attended the Long-Range Planning Committee and Foundation meetings.
- Board President B. LoBracco attended Low Bridge/High Water. It was great to see librarians Patrick Pittman and Lea Takigawa encouraging participation in our Summer Reading program along with providing general information about Library programs.

## **Director's Report**

- Young Adult Librarian Patrick Pittman noted that the middle grades book display is working very well. He would like to expand it, but space is limited. It's possible that the Large Print section to may be rearranged to accommodate more books.
- Upcoming community events that will require Board service include the Sidewalk Sale (8-9 July 2022) and the Brockport Arts Festival (13-14 August 2022).
- The Mascot will require a human handler. Some fabric is on backorder. Model for head is near completion, while the inside of the body is being created.
- The estate of Dorcas Michaels has bequeathed roughly \$134,800 to the Library. It will be unrestricted funds.
- The Duryea Room will be a polling site on 28 June 2022 from 6 am to 9 pm.
- Substitute librarian Sally Snow and Adult Librarian Lea Takigawa are leaving their positions on 3 July and 1 July 2022, respectively. Lea will stay on as a Saturday substitute librarian.
- The Library is gearing up for summer programming.

## **Old Business**

### **Standing Committee Updates**

#### **Friends**

- The Friends are holding their membership drive.
- The Friends will meet on 20 June 2022.

## **Foundation**

- The Foundation met this past week.
- After Hours 2022 did well, netting \$11,270.95.
- Account balances:
  - Checking: \$13,407.27
  - Savings: \$46,399.06
  - CD: \$20,095.00

## **Municipal Liaisons**

- Village Liaison A. Crane was asked the following question by Board President B. LoBracco: how well do village board members understand solar project contract? Evidently, not very well.
- Sweden Liaison P. Hayles noted the following
  - The four boards discussed minor changes to the Municipal Lease agreement regarding the initiation of maintenance projects.
  - Significant progress made has been made on the survey, and the Marketing Committee hopes to launch it in mid-late July, with a 7-10 day period. It will be sent via email, and via *Suburban News*.
  - Sweden Liaison P. Hayles spoke with the Town architect to revise the Library engineering/mechanical evaluation and end of life report.

## **Facilities and Operations**

- The Committee will meet on 21 June 2022 to discuss painting bids.

## **Financial**

- June bill signers: M. Brown and B. LoBracco
- July bill signers: S. Maar and K. Sharpe
- The Committee will meet in July to initiate budget planning.

## **Approval of Bills and Treasurer's Report**

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

## **Long-Range Planning**

- The Committee met on 26 May 2022. A list of proposed strategic initiatives for the next three years is shown here:
  - Develop a long-term sustainable funding strategy
  - Strengthen communication with stakeholders and the community
  - Create an attractive and welcoming environment for intellectual growth and positive community relationship development
  - Enhance technology infrastructure and accessibility
  - Promote literacy in language arts (reading, writing, speaking) and science, technology, engineering, arts, and mathematics (STEAM)
- The Committee will continue to collect and review data as well as feedback from the Board and the community.
- The Committee intends to have the new Long-Range Plan written by August 2022.

## **Marketing**

The Committee met on 9 June 2022 and reviewed numerous fundraising options. One potential idea is to hold a Celebrate Seymour Library event (with mascot, if possible). This event may link to another community event (soccer tournament, festival, holiday, etc.) or an already planned library program. The next steps would be to select a date for and determine fundraising at the event.

## **Nominating**

No report.

## **Personnel**

- The Committee met earlier this month regarding Library salaries. They identified benchmark libraries (four) to compare salaries and benefits for various positions. Salaried positions are based on annual salaries, while hourly positions will be based on either \$14.20/hour or \$15.00/hour. A benefits comparison analysis is coming.
- The Employee Handbook is nearly done. It will need to be reviewed by an HR/payroll professional prior to being voted upon. The Board should plan on spending up to \$2,000 for this task.

## **Policies**

The Committee worked on Trustee bylaws. There was a discussion of changing the Trustee term length from five years to three years. Any change must agree with the Joint Operating Agreement.

## **Executive Session**

None.

## **Other Business**

- Board President B. LoBracco noted that we will need to hold a special board meeting on 29 June to discuss potential changes to employee benefits packages.
- S. Rochette made a motion (with D. Pophal seconding) to hold a special meeting on 29 June 2022 at 6:30 pm to discuss potential changes to employee benefits packages. The motion passed unanimously.
- The idea of offering access to Ancestry was discussed. The cost is \$1400/year. An idea is to create a pilot program to be established with Foundation/Friends money, after which the cost can be budgeted regularly in the future.
- Library Director J. Caccavale asked Board members to take Summer Reading program flyers.

## **Adjournment**

At 8:01 pm, D. Pophal made a motion (with S. Rochette seconding) to adjourn. The motion passed unanimously.

Next special Board meeting: 29 June 2022, 6:30 pm

Next regular Board meeting: 20 July 2022, 6:30 pm

Minutes respectfully submitted by S. M. Rochette.