

## Seymour Library Board of Trustees

Date: 20 July 2022

### Call to Order

The meeting of the Seymour Library Board of Trustees was called to order at 6:34 pm on 20 July 2022 by Board President B. LoBracco.

### Attendance

Present: Marilynn 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 John Culhane (Clarkson liaison, via Zoom)

### Public Comments

None.

### Adoption of Agenda

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

### Approval of Minutes

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

M. Brown made a motion (with S. Rochette seconding) to accept the minutes of the 29 June 2022 special meeting. The motion passed unanimously.

### Correspondence

None.

### President's Report

- Minor revisions were made to the Joint Operating Agreement and Lease Agreement, which have been approved by all three municipalities. One of the changes is that the current Treasurer will be responsible for ensuring the timeliness of maintenance.
- B. Leslie made a motion (with P. Galinski seconding) to accept the changes to the JOA and lease. The motion passed unanimously.

## Director's Report

- The visit by author-illustrator Scott Gibala-Broxholm was very popular with children and parents.
- Teens helping with garden projects.
- Former adult librarian assisting with outdoor movie on 21 July at 8 pm (Aquaman).
- Upcoming programming highlights:
  - 20 July 2022, 1 pm: Adult program via Zoom—New York Marine Center's "What's on the Menu?"
  - 28 July 2022, 2 pm: Family program—Seneca Park ZooMobile's Animal Ambassadors
  - 2 August 2022, 4 pm: Teen program—Cordwood Construction's water science behind structural stability
  - 17 and 19 August 2022, 2:00 pm: Adult program—AARP Smart Driver Course (two-part course)
- A new circulation aide, Heather Galetto, has been hired for 15 hours per week at a wage of \$13.50 per hour.
- P. Galinski made a motion (with S. Rochette seconding) to approve the hiring of Heather Galetto as circulation aide at a wage of \$13.50 per hour. The motion passed unanimously.
- A new library page, Ella Johnson, has been hired for six hours per week at a wage of \$13.25 per hour.
- P. Galinski made a motion (with S. Rochette seconding) to approve the hiring of Ella Johnson as library page at a wage of \$13.25 per hour. The motion passed unanimously.
- A temporary bookkeeper, Andrew Gardner, has been hired at a wage of \$17.13 per hour, and will start on 8 August 2022.
- P. Galinski made a motion (with S. Rochette seconding) to approve the hiring of Andrew Gardner as temporary bookkeeper at a wage of \$17.13 per hour. The motion passed unanimously.

- Library director J. Caccavale outlined several projects/items that could be funded initially through the Dorcas Michaels donation:
  - Landscaping by Safari Landscape (bed prepping, pea stone application, debris removal): \$3,413
  - Automatic Electronic Defibrillator (AED) and accessories: up to \$2,000
  - ProQuest Database subscription of Ancestry.com (library edition): up to \$1,800 (included in 2024 budget)
  - Seymour Library Electronic Sign: up to \$60,000 (three bids to be obtained by October 2022)
  - PrinterOn (remote printing capability through Envisionware): up to \$1500 (included in upcoming long-range plan, included in 2024 budget)
- K. Sharpe made a motion (with D. Pophal seconding) to approve the landscape work as outlined above for \$3,413. The motion passed unanimously.
- M. Brown made a motion (with B. Leslie seconding) to approve the purchase of an AED and accessories for up to \$2,000. The motion passed unanimously.
- S. Rochette made a motion (with L. Caruso seconding) to approve the purchase of a one-year ProQuest Database subscription of Ancestry.com for up to \$1,800. The motion passed unanimously.
- Feasibility and utility of the electronic sign will be investigated by Library Director J. Caccavale, along with and the Marketing and Facilities committees.
- L. Caruso made a motion (with K. Sharpe seconding) to approve the purchase of PrinterOn for up to \$2,000. The motion passed unanimously.

## **Old Business**

### Standing Committee Updates

#### **Friends**

No report.

#### **Foundation**

No report.

## **Municipal Liaisons**

- Brockport: no report.
- Sweden: no report.
- Clarkson Liaison J. Culhane noted the following
  - There have been some staff departures and changes, and Clarkson is searching for a deputy town clerk.
  - Work has begun on town water lines.

## **Facilities and Operations**

The Committee has sought bids to completely repaint the Library interior. Three bids have been received so far, but not all completely represent the scope of the project, so they will need to be refined.

## **Financial**

- July bill signers: S. Maar and K. Sharpe
- August bill signers: M. Brown and K. Sharpe
- We will receive a credit from our cleaning company due to missed appointments.
- Preparation of the 2023 budget has begun; there will be a special meeting at end of August to present the proposed budget to the Board.

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

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

## **Long-Range Planning**

- The Committee met to work on the Plan's strategic initiatives based on documents and feedback from the Board, Foundation, Friends, Staff, and municipal liaisons. The Committee will finalize the draft using input from the community survey. The following are the proposed strategic initiatives for the next three years:
  - Promote literacy in language arts (reading, writing, speaking) and science, technology, engineering, arts, and mathematics (STEAM)
  - Develop a long-term sustainable funding strategy
  - Promote effective communication with stakeholders (municipalities, Foundation, Friends) and the community
  - Create an attractive and welcoming environment for intellectual growth and positive community relationship development
  - Enhance technology infrastructure and accessibility
- The Committee will present the Long-Range Plan to the Board at the August 2022 meeting. The Board plans to vote on it during the September 2022 meeting.

## **Marketing**

- The Committee met numerous times during the past month.
- The Committee established a 50/50 raffle (Fill the Book Shelf) that runs until 18 August 2022. Tickets are available at the circulation desk (\$5 for one ticket, \$10 for four tickets, and \$20 for 10 tickets).
- A One-Dollar Garage Sale will be held on 9 and 10 August 2022. Items in very good to excellent condition will be collected.

## **Nominating**

No report.

## **Personnel**

- The Committee met five times since the June 2022 Board meeting to discuss the 2023 employee benefits package. A special Board meeting was held on 29 June 2022 to discuss the package; questions raised during this meeting were investigated.
- M. Brown made a motion (with D. Pophal seconding) to appropriate up to \$2000 to have our Employee Handbook reviewed by our payroll company. The motion passed unanimously.

## Personnel (continued)

- Revisions to the benefits package regarding time off, salary, retirement, and health insurance have been proposed (see the minutes of the 29 June 2022 special meeting for details. After much discussion regarding all facets of the revisions, the Board suggested one minor change to the time off policy, in that one additional vacation day will be added (accrued) per year between years six (21 days) and 10 (25 days).
- D. Pophal made a motion (with K. Sharpe seconding) to approve the revised time off policy as amended. The motion passed unanimously.
- S. Rochette made a motion (with L. Caruso seconding) to approve the revised salary policy. The motion passed unanimously.
- S. Maar made a motion (with D. Pophal seconding) to eliminate retirement benefits as of 1 January 2023. A roll call vote was taken (results below), and the motion passed 4-3 with one Trustee abstaining and one Trustee not voting.
  - Brown: no
  - Caruso: yes
  - Galinski: no
  - Leslie: did not vote
  - LoBracco: no
  - Maar: yes
  - Pophal: yes
  - Rochette: abstain
  - Sharpe: yes
- L. Caruso made a motion (with S. Maar seconding) to switch to the Healthy New York Plan on 1 January 2023. The motion passed 7-0, with Trustee P. Galinski abstaining and Trustee B. Leslie not voting.

## Policies

- The Committee met on 5 July 2022 to review the Trustee bylaws (Policy 100-1) and Incident Report (Policy 800-1). These have been sent to the Board for review and discussion.
- M. Brown made a motion (with S. Rochette seconding) to accept the slightly amended Trustee bylaws (Policy 100-1). The motion passed unanimously.
- L. Caruso made a motion (with D. Pophal seconding) to accept the Incident Report (Policy 800-1). The motion passed unanimously.
- Reviews of any remaining policies will be completed by the end of the year, which will bring all policies into compliance.

## **Policies (continued)**

- The next meeting is on 2 August 2022 at 4 pm, at which the Art Display, Patron Code of Conduct, and Fax policies will be discussed.

## **Executive Session**

None.

## **Other Business**

None.

## **Adjournment**

At 9:45 pm, S. Rochette made a motion (with L. Caruso seconding) to adjourn. The motion passed unanimously.

Next Board meeting: 17 August 2022, 6:30 pm

Next Budget meeting: 30 August 2022, 7:00 pm

Minutes respectfully submitted by S. M. Rochette.