

Seymour Library Board of Trustees

Date: 17 August 2022

Call to Order

The meeting of the Seymour Library Board of Trustees was called to order at 6:35 pm on 17 August 2022 by Board President B. LoBracco.

Attendance

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

Absent: Bruce Leslie, Scott Maar

Guests: 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 17 August 2022 meeting. The motion passed unanimously.

Approval of Minutes

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

Correspondence

None.

President's Report

Board President B. LoBracco has been working on the 2023 proposed budget with the Finance committee.

Director's Report

- The overall statistics are favorable: circulation and door count are up, items borrowed from other libraries is down. Library Director J. Caccavale has developed a Google sheet for tracking reference questions, tech requests, and the like. These details are useful for determining library needs.
- Circulation Aide Julia Cogle left the Library on 4 August 2022, and Library Clerk Jeannine Waldow has reduced her work hours.
- Two new circulation aides, Jasmine Cayenne-Hood and Abby Amidon, have been hired at a wage of \$13.50 per hour for each.
- P. Galinski made a motion (with S. Rochette seconding) to approve the hiring of Jasmine Cayenne-Hood and Abby Amidon as circulation aides at a wage of \$13.50 per hour. The motion passed unanimously.
- A new substitute librarian, Leslie Boedicker, has been hired at a wage of \$17.51 per hour.
- S. Rochette made a motion (with K. Sharpe seconding) to approve the hiring of Leslie Boedicker as substitute librarian at a wage of \$17.51 per hour. The motion passed unanimously.
- The AARP Driving Class has been very successful. Library Director J. Caccavale would like to rerun the course during the winter.
- Programming Highlights:
 - 18 August 2022: Paint-A-Palooza
 - 23 August 2022: Special Kindergarten Storytime
 - 30 August 2022: Baby Storytime
 - New children's program starting in September (Biographies)
 - A Pokemon club is coming
- Library Director J. Caccavale noted that a mother and child bring a seizure therapy dog to the Library when they attend programs. As a result of the dog, the child suffers from far fewer seizures.

Old Business

Standing Committee Updates

Friends

The Little Free Library raffle is still ongoing; tickets are \$5. The drawing will be on 17 September 2022.

Foundation

- The Foundation met on 8 August 2022.
- A donor wall is being prepared.
- Planning for various fundraisers (baskets, 2023 After Hours, etc.) is ongoing.
- Balances:
 - Savings: \$41,548
 - CD: \$20,101
 - Checking: \$13,972
 - CD: \$20,000
- The Foundation received a bequest of \$15,144 from Sue Edmunds, which is included in the balances listed above.

Municipal Liaisons

- Brockport:
 - Liaison A. Crane mentioned that the Village will be forwarding the link to Library survey shortly.
 - Village Board members will be attending the budget presentation on 23 August 2022.
- Sweden:
 - Liaison P. Hayles noted that the Library survey has launched. It will be advertised in *Westside News*.
 - The 2023 proposed budget will be presented on 23 August 2022.
 - The municipalities wish to update the building assessment regarding maintenance and repairs.
 - The Harvest Festival will be on 17 September 2022.
 - Liaison P. Hayles inquired about the progress of the Mascot project. The company is 'printing' the head right now. There is no target date for delivery as yet.
- Clarkson: no report.

Facilities and Operations

The Committee is communicating with Greenspark Solar regarding the installation of solar panels on the roof or the ground, with an eye toward eliminating electricity expenses. A preliminary estimate is a gross \$528,386. However, incentives from New York State (\$84,525) and the federal government (30%, \$138,515) would reduce the cost outlay significantly. The Committee is investigating grants and other incentives to offset/cover the rest. The Committee is “cautiously optimistic” about the feasibility of this project.

Financial

- August bill signers: M. Brown and K. Sharpe
- September bill signers: M. Brown and S. Maar
- L. Caruso made a motion (with S. Rochette seconding) to transfer \$200,000 from our Five Star savings account into a municipality-approved investment. After some discussion, L. Caruso withdrew the motion.
- The proposed 2023 budget was discussed at length.
 - The Board is assuming a 2% increase over last year in budget, but nonpayroll contractual expenses are up nearly \$14K.
 - Current proposed budget has a \$24.5K deficit.
 - The Finance Committee will meet prior to the Budget Presentation meeting.

Approval of Bills and Treasurer’s Report

After review, and with a motion from K. Sharpe, seconded by S. Rochette, the Treasurer’s Report and payment of bills were unanimously approved.

Long-Range Planning

- The Committee completed a draft of the 2023-2025 Seymour Library's Long Range Plan to be reviewed. Revisions and edits will be made based on feedback and additional information collected before the next Board meeting.
- The following are the proposed Strategic Initiatives for the next three years:
 - Strategic Area One: Promote Literacy in English Language Arts (ELA) and Science, Technology, Engineering, Arts, and Mathematics (STEAM)
 - Strategic Area Two: Develop a Long-term Sustainable Funding Strategy
 - Strategic Area Three: Promote Effective Communication with Stakeholders (Municipalities, Foundation, Friends) and Community
 - Strategic Area Four: Create an Attractive and Welcoming environment for Intellectual Growth and Positive Community Relationship Development
 - Strategic Area Five: Enhance Technology Infrastructure and Accessibility
- The Long Range Plan will be voted on by the Board at the September 2022 meeting.

Marketing

- The Committee organized a 50/50 Fill the Book Shelf raffle that runs until 1 pm 18 August 2022. The raffle has been advertised in several local papers and online. \$1,570 worth of tickets were sold at the Dollar Sale and the Brockport Arts Festival. Many thanks to those who have supported this fundraiser by purchasing tickets, advertising the fundraiser, and selling tickets. As of COB 16 August 2022, the Committee has collected \$2,565.
- The Committee hosted a One Dollar Sale in the Duryea Room on 9 and 10 August 2022. The community brought in many excellent items. The event was enjoyable to watch as treasures were purchased for a dollar. Many thanks to all who assisted in bringing in items, selling items, setting up, and cleaning up. The sale raised \$700 for the Library.

Nominating

No report.

Personnel

The Committee reached out to Ms. Andrea Dimmick, the person responsible for Library payroll, to review our revised Employee Handbook. She responded that she was unable to do so. We will need to seek an alternate reviewer.

Policies

- The Committee met on 2 August 2022 to review the Art Display (Policy 800-4) and the Code of Conduct (Policy 800-6) policies. These have been sent to the Board for review and discussion.
- After review, the Committee recommends that the Fax Policy (Policy 900-2) be discontinued.
- D. Pophal made a motion (with P. Galinski seconding) to accept the Art Display Policy (Policy 800-4) and the Code of Conduct (Policy 800-6) policies. The motion passed unanimously.
- L. Caruso made a motion (with S. Rochette seconding) to discontinue the Fax Policy (Policy 900-2). The motion passed unanimously.
- The next meeting is on 6 September 2022 at 4 pm.

Executive Session

None.

Other Business

None.

Adjournment

At 9:26 pm, S. Rochette made a motion (with L. Caruso seconding) to adjourn. The motion passed unanimously.

2023 Budget Presentation: 23 August 2022, 7:00 pm, Sweden Town Hall

Next Board meeting: 21 September 2022, 7:00 pm

Minutes respectfully submitted by S. M. Rochette.