

Seymour Library Board of Trustees

Date: 19 October 2022

Call to Order

The virtual meeting of the Seymour Library Board of Trustees was called to order at 6:35 pm on 19 October 2022 by Board President B. LoBracco.

Attendance

Present: Marilyn Brown, Pat Galinski, Bruce Leslie, Bernie LoBracco, Scott Maar, Donald Pophal, Scott Rochette, and Kristen Sharpe

Absent: Libby Caruso

Guests: none

Public Comments

None.

Adoption of Agenda

B. Leslie made a motion (with K. Sharpe seconding) to adopt the agenda of the 19 October 2022 meeting. The motion passed unanimously.

Approval of Minutes

S. Rochette made a motion (with K. Sharpe seconding) to accept the minutes of the 21 September 2022 meeting. The motion passed unanimously.

Correspondence

None.

President's Report

- Board President B. LoBracco provided lists of holiday library closing and Board meeting dates.
- P. Galinski made a motion (with K. Sharpe seconding) to approve the 2023 Holiday closings. The motion passed unanimously.
- P. Galinski made a motion (with K. Sharpe seconding) to approve the 2023 board meeting dates. The motion passed unanimously.

President's Report (continued)

- Board President B. LoBracco and Board Vice-President Marilyn Brown interviewed Interim Library Director candidate Peter Genovese on 19 October 2022. He requires a wage of \$40/hour. The job term would be for no more than 20 hours a week for no more than three months. He would receive no benefits. The Board will need to investigate if he needs to be added to payroll or if he would be considered an independent contractor.
- M. Brown made a motion (with D. Pophal seconding) to hire Peter Genovese as Interim Library Director as a 1099 employee for a period lasting no longer than 90 days at a wage of \$40.00 per hour for a maximum of 20 hours per week. The motion passed unanimously.
- 24 letters were sent to the canvas list for the Library Director position, and 16 rejections were received, with eight letters remaining outstanding. All letters need to be postmarked by 21 October 2022 in order to be considered. We will know by Monday about our status.
- Board President B. LoBracco referred to the individual Librarian reports for highlights since the last Board meeting.
- Young Adult Librarian P. Pittman is looking to establish a work-study program with a student from SUNY Brockport. As the funds would come from the student's financial aid package, there would be no financial burden to the Library.
- A desk aide is quitting on 20 October 2022. The staff are checking to see if there are others willing to pick up hours. As such, the Library may need to hire a new one shortly.
- The Village is sponsoring the Trunk or Treat event on 28 October 2022. The Library was approached regarding participation. Given the current circumstances, it was decided that the Library will not participate this year.

Director's Report

None.

Old Business

Standing Committee Updates

Friends

- The Friends met on 17 October 2022.
- The Friends Fall Book Sale raised \$1,850.
- The Friends currently hold \$43,607 in their accounts.
- Planning a December brunch for staff and volunteers.

Friends (continued)

- The Friends approved a \$1,000 donation to two children's literacy programs: 1000 Books Before Kindergarten and Baby Dragons.

Foundation

- The Foundation has several questions regarding their purpose, as well as the results of the Long-Range Plan and the recent patron survey conducted by the Town of Sweden. A joint meeting of the Board and the Foundation will likely be conducted to address these questions.
- The Foundation Wall for donor recognition is being prepared.
- A basket raffle is planned for the upcoming holidays.
- Account balances:
 - Savings: \$41,551
 - Checking: \$10,764
 - CD #1: \$20,155
 - CD #2: \$20,530

Municipal Liaisons

- Brockport: no report.
- Sweden: no report.
- Clarkson: no report.

Facilities and Operations

The Committee is still communicating with Greenspark Solar regarding the installation of solar panels on the roof or the ground, with an eye toward eliminating electricity expenses. An engineering study was done. It is believed that 100% of the Library's electrical demand can be met by rooftop panels. The gross cost of installing rooftop solar panels would be \$466,397, but incentives (including a 30% tax credit and \$0.35 credit per watt) would reduce the net cost to \$256,446. The payback period for the project would be roughly 6-10 years. Questions exist about Foundation involvement and other fundraising projects, as well as a timeline. Such a project would require approval from the municipalities.

Financial

- October bill signers: S. Maar and D. Pophal
- November bill signers: S. Maar and K. Sharpe
- There are significant concerns regarding electricity and gas charges. D. Pophal will contact Airserv to ensure our HVAC system is working properly.
- Some of the 17% withheld monies from Sweden and Clarkson have not been received. The Board will contact Treasurer Kevin Johnson to resolve the matter. Sweden has paid most of it back, while Clarkson has paid nothing.
- The 2023 Budget is still not finalized.

Approval of Bills and Treasurer's Report

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

Long-Range Planning

- Committee chair P. Galinski will solicit information from the Board to begin the 2022 Annual Report.
- A triennial report will also be compiled, using 2019-2022 Library statistics and the 2019 Bonadio Report as benchmarking data.

Marketing

- The Committee met on 6 October 2022.
- Board President B. LoBracco and Trustee K. Sharpe will follow up on establishing a PayPal account for the Library.
- Summary of fundraising efforts, November 2021-August 2022:
 - Silver Anniversary (2021): \$5,690
 - Summer Raffle (2022): \$2,700
 - Dollar Sale (2022): \$700
 - **Period Total: \$9,090**
- On behalf of the Board, the Committee expresses its appreciation for the support of the community. At the current time, the Committee has no plans to initiate a new fundraiser, but will support the efforts of the Friends and Foundation.

Marketing (continued)

- Seymour the Book Dragon was introduced at the new pre-school literacy programs 1000 Books Before Kindergarten and Baby Dragons.
- L. Boedicker has taken steps to store the Seymour the Book Dragon mascot costume, and wrote a set of procedures regarding its proper use and care. Currently, only L. Boedicker will be wearing the costume for approved Library functions. A handler will need to be advised on how to best assist the mascot.

Nominating

The Committee will need to meet prior to the November 2022 meeting to present a slate of officers. Board Vice-President M. Brown is term-limited, and will be stepping down at the end of 2022.

Personnel

M. Brown made a motion (with P. Galinski seconding) to approve the revised Employee Handbook. The motion passed unanimously.

Policies

- All policies are current through 2023.
- All Board members are asked to update their binders.

Executive Session

At 8:21 pm, S. Rochette made a motion (with M. Brown seconding) to go into executive session discuss a personnel matter.

At 8:51, S. Rochette made a motion (with D. Pophal seconding) to come out of executive session.

Other Business

- D. Pophal made a motion (with K. Sharpe seconding) to end retirement benefits as of 31 December 2022. A roll-call vote was held, with trustees Maar and Pophal voting yes, and trustees Brown, Galinski, Leslie, LoBracco, Rochette, and Sharpe voting no. The motion failed 2-6.
- K. Sharpe made a motion (with D. Pophal seconding) to end spousal retirement benefits as of 31 December 2022. The motion passed unanimously.
- K. Sharpe made a motion (with S. Maar seconding) to provide \$500 per year to our current retiree for supplemental health benefit needs as of 1 January 2023. A roll-call vote was held, with trustees Maar, Pophal, Rochette, and Sharpe voting yes, and trustees Brown, Galinski, Leslie, and LoBracco voting no. The motion failed, 4-4.

Other Business (continued)

- S. Rochette made a motion (with B. Leslie seconding) to provide \$1,000 per year to our current retiree for supplemental health benefit needs as of 1 January 2023. A roll-call vote was held, with trustees Galinski, Leslie, LoBracco, Rochette, and Sharpe voting yes, and trustees Brown, Maar, and Pophal voting no. The motion passed, 5-3.

Adjournment

At 9:46 pm, S. Rochette made a motion (with B. Leslie seconding) to adjourn. The motion passed unanimously.

Next Board meeting: 16 November 2022, 6:30 pm

Minutes respectfully submitted by S. M. Rochette.