

## Seymour Library Board of Trustees

Date: 21 September 2022

### Call to Order

The meeting of the Seymour Library Board of Trustees was called to order at 6:34 pm on 21 September 2022 by Board President B. LoBracco.

### Attendance

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

Absent: none

Guests: Annie Crane (Village liaison, via Zoom) and Brenda Rooks (Yaeger Triviso, via Zoom)

### Public Comments

None.

### Adoption of Agenda

S. Maar made a motion (with D. Pophal seconding) to adopt the agenda of the 21 September 2022 meeting. The motion passed unanimously.

### Approval of Minutes

S. Rochette made a motion (with M. Brown seconding) to accept the minutes of the 17 August 2022 meeting. The motion passed unanimously.

### Correspondence

We received a letter from Abby Park regarding the proposed change in retiree benefits.

### President's Report

- M. Brown made a motion (with K. Sharpe seconding) to accept the resignation of Library Director Jennifer Caccavale. The motion passed reluctantly but unanimously.
- D. Pophal made a motion (with M. Brown seconding) moved to approve an hourly wage of \$32.00 and no benefits for the Interim Director. The motion passed unanimously.
- Board President B. LoBracco has been in contact with the Bond Health Agency regarding 2023 insurance premiums. He has also received applications to enroll in the Healthy New York program.

## President's Report (continued)

- Board President B. LoBracco contacted MCLS and Monroe County Human Resources regarding our director search. A search committee has been established, comprised of Board President B. LoBracco, Board Vice-President M. Brown, L. Caruso, and K. Sharpe.

## Director's Report

- The Sweden Harvest Festival was well-attended. It was good to have library presence and activities at the festival.
- The Library received a thank-you note from the Brockport MOMS Club for the collection and donation of school supplies.
- Young Adult Librarian P. Pittman organized a bus for Teen Book Festival, but circumstances led to no attendance from Seymour. He will be attending.
- Children's Librarian J. Silmsler is launching 1000 Books Before Kindergarten and Baby Dragons on 13 October 2022 with a kick-off celebration. She is ordering materials for 500 families in each program.
- A new substitute librarian, Liz Kurtz, has been hired on an as-needed basis at a wage of \$17.51 per hour.
- P. Galinski made a motion (with S. Rochette seconding) moves to hire substitute librarian Liz Kurtz on an as-needed basis at a wage of \$17.51 per hour. The motion passed unanimously.
- S. Rochette made a motion (with B. Leslie seconding) to approve the hiring of Leslie Boedicker as adult librarian at an annual wage of \$42,016. The motion passed 8-1, with K. Sharpe voting no.
- Bookkeeper N. Powell looking to return on 10 October 2022. We will need a doctor's note for her return.
- Programming Highlights:
  - 26 September, 7-8 pm: Dr. Meg Lowman of National Geographic (in-person and Zoom)
  - 26 and 28 September, 10 am-1 pm: Digital Literacy Rochester visit
  - 28 September, 6-7 pm: Teen improv
- An email was sent to all MCLS directors from the Dallas Public Library, regarding threats of harm to three Fort Worth libraries. A Denver library was also threatened. If Seymour Library is threatened, the Library closed immediately, the staff will call 911, and then inform the Board President. The Library staff will receive active shooter training in the near future.

## **Director's Report (continued)**

- One of the circulation clerks resigned on 21 September 2022. This will not impact hours, as another clerk wanted more hours.
- Outgoing Library Director J. Caccavale expressed her thanks to the Board for the opportunity to serve as director with the Board. We wish her continued success at her new position.

## **Old Business**

### Standing Committee Updates

#### **Friends**

- The Friends met on 19 September 2022.
- The Friends will be having their Fall Book Sale starting on Wednesday, 12 October 2022 from 6-8 pm. The sale continues on Thursday, 13 October 2022 from 10 am – 8 pm, Friday, 14 October 2022 from 10 am – 6 pm, and Saturday, 15 October 2022 from 10 am – 2:45 pm.
- The Friends provided \$1,500 for the two aforementioned children's literacy programs.

#### **Foundation**

The Foundation will meet in October.

#### **Municipal Liaisons**

- Brockport: There will be a meeting among the three municipalities on 23 September 2022 to discuss the results of the survey.
- 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. The Committee is working on engineering study.
- There is a 180-day termination clause to leave the other solar agreement.
- The Committee is investigating grant possibilities for the solar project.

## **Financial**

- September bill signers: M. Brown and B. LoBracco
- October bill signers: S. Maar and D. Pophal
- B. Rooks, our accountant, mentioned our ongoing budget favorability. She also noted that our payroll processing expenses are higher than expected.
- Committee will need to meet to finalize budget.

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

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

## **Long-Range Planning**

- The final draft of the Long Range Plan was sent to the Board for a final review. Suggested edits have been made. The Plan recognizes the challenges of a rapidly changing society and intends to be a flexible roadmap.
- S. Rochette made a motion (with B. Leslie seconding) to approve the 2023-2025 Long Range Plan. The motion passed unanimously.

## **Marketing**

- The mascot costume is ready.
- The Committee will be working with the Children's Librarian to kick off the pre-school literacy programs 1000 Books Before Kindergarten and Baby Dragon. Seymour the Book Dragon will be present at the kick-off for these programs on 13 October 2022.

## **Nominating**

No report.

## **Personnel**

The Committee reached out to Ms. Becky Gagne, Associate Director of Human Resources at SUNY Brockport, to review our revised Employee Handbook. She reviewed the Handbook free of charge; the Board is deeply grateful for her kindness. The Handbook will be sent to Board members for review, and will be discussed in October's meeting.

## **Policies**

- The Committee met on 6 September 2022 to review the First Aid (Policy 500-1), the Security Camera (Policy 500-2), and the Unattended Child (Policy 800-7) policies. These have been sent to the Board for review and discussion.
- P. Galinski made a motion (with S. Rochette seconding) to accept the First Aid (Policy 500-1), the Security Camera (Policy 500-2), and the Unattended Child (Policy 800-7) policies. The motion passed unanimously.
- All policies are now up-to-date.

## **Executive Session**

At 7:22 pm, S. Rochette made a motion (with K. Sharpe seconding) to go into executive session to discuss retirement benefits. The motion passed unanimously.

At 7:57 pm, S. Rochette made a motion (with P. Galinski seconding) to come out of executive session. The motion passed unanimously.

## **Other Business**

None.

## **Adjournment**

At 7:58 pm, S. Rochette made a motion (with D. Pophal seconding) to adjourn. The motion passed unanimously.

Next Board meeting: 19 October 2022, 6:30 pm

Minutes respectfully submitted by S. M. Rochette.