

## **Seymour Library Board of Trustees**

Meeting Date: 15 April 2020

Approval Date: 20 May 2020

### **Call to Order**

The (virtual) regular meeting of the Seymour Library Board of Trustees was called to order at 7:02 pm on 15 April 2020 by Board President T. Pennington.

### **Attendance**

Present: Marilyn Brown, Pat Galinski, Bernie LoBracco, Taysie Pennington, Mary Rich, Scott Rochette, Mark Scheda, Kristen Sharpe, Mary Squires, and Mike Boedicker (Director)

Absent: None

Guests: Annie Crane (Brockport liaison)

### **Public Comments**

None.

### **Approval of Minutes**

M. Brown made a motion (with M. Squires seconding) to accept the minutes of the 19 February 2020 meeting. The motion passed unanimously.

M. Rich made a motion (with M. Brown seconding) to accept the minutes of the 19 March 2020 special meeting (conducted via email). The motion passed nearly unanimously, with new trustees M. Scheda and K. Sharpe abstaining due to their not being sworn in as trustees in time for the meeting.

### **Director's Report**

- Orientation for new Board members will be forthcoming when the Library reopens.
- Per Dr. Michael Mendoza (Monroe County Health Director): resumption of normal activities unlikely before mid-summer. Schools will be closed until at least fall. Any resumption of activity is likely to be a gradual rollout.
- Curbside pickup of materials was proposed, but did not take place. Orders of e-materials have been increased, in addition to physical materials.
- Live interactive programming (via Zoom and Facebook Live) is happening. Feedback is forthcoming.

## President's Report

- New York State Annual Report has been completed and reviewed by the Board. S. Rochette made a motion (with P. Galinski seconding) to accept and submit the New York State Annual Report. The motion passed nearly unanimously, with B. LoBracco and K. Sharpe abstaining.
- Committee assignments have been updated to reflect the recent influx and outflux of Board members:
  - Facilities/Operations: M. Scheda (chair), P. Galinski, B. LoBracco, S. Blando (staff), M. Boedicker (director)
  - Financial: B. LoBracco (chair), M. Brown, M. Squires, N. Powell (staff), M. Boedicker (director)
  - Local History Room: T. Pennington (chair), P. Galinski, L. Cenci (community member), P. Drinkwater (community member), T. Ryan (staff)
  - Marketing: P. Galinski (chair), M. Rich, M. Scheda, T. Ryan (staff), J. Waldow (staff), M. Boedicker (director)
  - Nominating: K. Sharpe (chair), B. LoBracco, S. Rochette
  - Personnel: M. Brown (chair), M. Rich, K. Sharpe, M. Boedicker (director)
  - Policy: M. Rich (chair), P. Galinski, M. Squires, M. Boedicker (director)
- Committees need to figure out how to (virtually) meet.
- The Financial Committee meeting needs to appoint a liaison to the Treasurer. Clarkson Town Board member Alan Hoy has been appointed as a second signatory on Library accounts. The Committee also needs to determine the best avenues for our investments. The Committee should find quotes for a Qualified Accountant to work with the Treasurer for 2021 and following years, as the Library will be responsible for the total cost. There seems to be some confusion regarding the 2020 cost responsibility of the hired CPA firm.
- Several policies need to be reviewed this year (five-year cycle). New policies (investment, capitalization, credit card) need to be developed; Director M. Boedicker will work to create drafts, with review by the Finance and Policy committees.
- Director M. Boedicker has been asked to review the job descriptions of all library personnel, and to compare them to their current duties, making any necessary adjustments.
- The Facilities Committee is responsible for Goal #3.
- The Marketing Committee is responsible for Goal #2. The new Library web site is nearly ready for deployment.
- Evaluation of Director M. Boedicker will be coming due shortly. Board members and Library staff will be completing this task, with the hopes of having a complete evaluation by 30 April 2020.

## **Old Business**

### Standing Committee Updates

#### **Financial**

- April bill signers: M. Brown and M. Squires
- May bill signers: B. LoBracco and M. Squires
- Regarding transfers from the Foundation: financial information has been transferred to Patricia Hayles, which needs to go to Dick Olsen (Clarkson attorney) for a final transfer amount.
- We need to have an audit done, as the last one was performed in 2003 (they need to be done every five years). It has been strongly suggested that we obtain our 2003 audit materials before we hire a firm to perform the audit. Director M. Boedicker and the Finance Committee will attempt to retrieve the old audit materials from the the New York State Comptroller, and to examine the QuickBooks data and financial files. It has also been suggested that we have staff member Nancy Powell (bookkeeper) assist in the process, in addition to her normal working hours.
- A question was raised regarding placing some Library staff on furlough. Current (enhanced) unemployment benefits may actually pay better for some staff. The Board will investigate this further next month.

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

After review, and with a motion from M. Squires, seconded by B. LoBracco, the Treasurer's Report and payment of bills were unanimously approved.

#### **Facilities and Operations**

- LED pendant lighting update: the firm Upstate LED has been in numerous times to unsuccessfully update the bulbs. A donor (Steve Buckley) has offered to pay for replacing the bulbs. The fixtures would require special bulbs, which have yet to be ordered.
- The energy audit by the New York Energy Study Program is on hold until further notice, due to the coronavirus.
- Carpets have been cleaned.
- Director M. Boedicker has been revamping the Library's website, which is close to completion.

## **Marketing**

- The Seymour the Dragon costume is being prepared. Unfortunately, SUNY Brockport has closed to in-person instruction, so alternate plans may need to be made. As of this moment, designs have been prepared, but revisions have been requested. Materials have likely not been purchased. It's looking like the costume will not be ready before Fall 2020. Without a traditional Summer Reading Program (it may be conducted online due to COVID-19), time may not be of the essence.

## **Nominating**

No report.

## **Personnel**

No report.

## **Policies**

No report.

## **Foundation**

No report.

## **Friends**

The April Book Sale has been cancelled, with book donations sent to area Little Libraries.

## **Municipal Liaisons**

- Brockport liaison A. Crane has noted that Village meetings will be conducted via Zoom. M. Rich will prepare a report for the next meeting.
- Brockport liaison has asked about a lease, but no one has information.

## **New Business**

None.

## **Executive Session**

None.

## **Adjournment**

At 8:50 pm, S. Rochette made a motion (with M. Rich seconding) to adjourn. The motion passed unanimously.

Next meeting: 20 May 2020, 7:00 pm.

Minutes respectfully submitted by S. M. Rochette.