

Seymour Library Board of Trustees

Meeting Date: 20 May 2020

Approval Date: 17 June 2020

Call to Order

The (virtual) regular meeting of the Seymour Library Board of Trustees was called to order at 7:03 pm on 20 May 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), Carol Gravetter (Foundation), Patty Hayles (Sweden liaison), Nancy Powell (staff), and Brenda Rooks (Yeager-Treviso CPA)

Public Comments

None.

Guest Presentation

Brenda Rooks (Yeager-Treviso) and Nancy Powell (staff) gave a presentation regarding the library's new financial reporting system. A cash flow statement (as required by the pending MOU) is not currently included, but can be generated easily. Monthly balance columns (for current and prior months) can also be added to the balance sheet. Detailed data regarding income and expenses are also included, which should allow informed short-term financial adjustments to be made with ease.

Approval of Minutes

M. Brown made a motion (with M. Rich seconding) to accept the minutes of the 15 April 2020 meeting (conducted via Zoom). The motion passed unanimously.

M. Scheda made a motion (with P. Galinski seconding) to accept the minutes of the 14 May 2020 special meeting (regarding the MOU, conducted via Zoom). The motion passed nearly unanimously.

President's Report

- Director's evaluation has been completed.
- Board liaisons to staff members need to be reassigned, with so many new Board members.

Director's Report

- Staff may be able to report to work in person starting 26 May 2020. The proposed working day will be Monday through Friday, 10:00 am to 6:00 pm. Staffing would be staggered between two groups of eight employees (MWF and TR).
- Curbside pickup of materials may be available starting the week of 1 June 2020. An appropriate procedure for this service is being determined.
- An approved procedure (social distancing, hygiene, PPE, etc.) for eventual reopening of the Library to the public has been drafted, based on the State plan.
- HVAC: dampers have been closed for quite some time (years) due to humidity problems. With COVID-19 still a threat, the dampers should be reopened to allow outside air into the building. A quote from Wolf Mechanical has been obtained (\$3500, but could be double that due to complications). This should be addressed immediately, as we need the system to be working properly prior to reopening the building to the staff and the public. It is possible that one of the municipalities would be able to provide a staff member to address this issue; M. Scheda (Facilities and Operations committee chair) will reach out to the municipalities.
- M. Scheda made a motion (with P. Galinski seconding) to allow staff to return to work on a staggered schedule starting on 26 May 2020, as outlined by Director M. Boedicker (see above). The motion passed unanimously.
- K. Sharpe made a motion (with P. Galinski seconding) to allow for curbside pickup of materials starting during the week of 1 June 2020. The procedural logistics will need to be determined and finalized, and the service will need to be advertised. The motion passed unanimously.

Old Business

Standing Committee Updates

Financial

- May bill signers: B. LoBracco and M. Squires
- June bill signers: P. Galinski and B. LoBracco
- There is no news regarding transfers from the Foundation, aside from the fact that the transfer has yet to be completed; we are still waiting for a final figure from Dick Olsen. It has been implied that all investment proceeds will go directly from the Foundation to the Library, but a legal opinion would still likely need to be obtained. The Board expects that Jim Bell will provide said opinion by the next Board meeting.
- There needs to be preparation done for the upcoming audit, especially the gathering of invoices regarding the construction of the Local History and study rooms.
- It is indeed legal to purchase insurance for a building that the Board does not own. It is possible that reduced premiums would be available if the insurance was purchased by the municipalities. The town/village liaisons and B. LoBracco will investigate this.

Approval of Bills and Treasurer's Report

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

Facilities and Operations

- HVAC issues (see Director's Report)
- The energy audit by the New York Energy Study Program was performed, and the Board is awaiting the report.

Marketing

- Virtual Programming Survey results were discussed. Facebook Live programming was not particularly popular, while prerecorded materials that could be watched at any time was strongly requested. The Committee will be examining the results more closely.
- New website is now live.
- Communications between the Library and the community, as well as the between the Library and town/village Boards were discussed.

Nominating

No report.

Personnel

No report.

Policies

The Committee will meet next week.

Foundation

No report.

Friends

Brockport Central School District (BCSD) selected the winners of the Sophomore Research Awards. The Friends will send a check to the school district.

Municipal Liaisons

Brockport liaison A. Crane will investigate building insurance premium costs if purchased through the Village.

New Business

None.

Executive Session

At 9:11 pm, M. Rich made a motion (with P. Galinski seconding) to go into executive session to discuss a personnel matter. The motion passed unanimously.

At 9:37 pm, T. Pennington made a motion (with M. Squires seconding) to come out of executive session. The motion passed unanimously.

Adjournment

At 9:38 pm, M. Squires made a motion (with S. Rochette seconding) to adjourn. The motion passed unanimously.

Next meeting: 17 June 2020, 7:00 pm.

Minutes respectfully submitted by S. M. Rochette.