

Seymour Public Library District Board Meeting Agenda  
June 25, 2024 4:30 p.m. at Seymour Library  
176-178 Genesee St, Auburn, NY

*Connect. Engage. Inspire.*

*Seymour Library inspires a love of reading, learning, and discovery through individual growth and community connections in an engaging and welcoming environment.*

The Board of Trustees welcomes residents/cardholders in the library tax district to Seymour Library. There is time reserved at the beginning of each Board meeting for the public to be heard. When the Board President recognizes you, please stand, state your name, and address for the record. The Board of Trustees is pleased to hear relevant comments that pertain to Library business; however, a 3-minute limit is set by the Board to allow for all of the meeting's business to be conducted.

1. Welcome & call to order
2. Adoption of Agenda
3. Public Comment
4. Approval of Consent Agenda
  - a. Minutes of SPLD Board of Trustee meeting held May 28, 2024
  - b. June 2024 Library Report
  - c. Committee Reports
    - i. Board Gov 6/18/24
    - ii. Finance 6/17/24
5. Action Items
  - a. Review May 2024 Financial Statements
  - b. Review May 2024 Claims
  - c. Review proposal to open new bank accounts
6. Discussion Items
  - a. Strategic Plan update
  - b. Executive Committee
7. Update from the Friends of Seymour Library (Lynda)
8. New Business
9. Adjourn

**Seymour Public Library District**  
**Board of Trustees Meeting**  
**Date: May 28, 2024**

Trustees Present: Kim Schulze, Cindy Baney, Mike McCole, Debbie Daloia, Meg Vanek, Clyde Howard, Lynda DeOrio, Nancy Karpinski

Trustees Excused: none

Staff Present: Lisa Carr, Dixie Warner-Webert, Dori Gottschalk-Fielding

Agenda Item	Description	Discussion	Action Taken/Next Steps
1	Welcome & Call to Order		By Clyde Howard, President
2	Adoption of Agenda	Lisa Carr added to agenda: Dori talk about grants, table 990 under Action Items	Agenda adopted unanimously on a motion with additions by Debbie Daloia, seconded by Cindy Baney.
3	Public Comment	none	
4	Approval of Consent Agenda	Consent Agenda includes: <ul style="list-style-type: none"> <li>● Minutes of the 4/23/2024 meeting</li> <li>● May 2024 Library Report</li> <li>● Committee reports <ul style="list-style-type: none"> <li>○ Board Governance 5/9/24</li> <li>○ Finance 5/20/24</li> <li>○ Building 5/14/24</li> </ul> </li> </ul>	Unanimous approval of the Consent Agenda on a motion by Lynda DeOrio, seconded by Meg Vanek
<b>Action Items</b>			
5	April 2024 Financial Statements		April 2024 Financial Statements were approved unanimously on a motion by Kim Schulze, seconded by Mike McCole.
6	April 2024 Claims		April 2024 Clams were unanimously approved on a motion by Mike McCole, seconded by Debbie Daloia.
	Revised audit changes		2023 Audit changes were accepted on a motion by Debbie Daloia, seconded Lynda DeOrio, approved unanimously.
	202 DEIA Policy	Changes recommended by Dr. Bright were incorporated into the policy.	Motion to accept DEIA Policy with revisions by Meg Vanek, seconded by Nancy Karpinski, approved unanimously.
<b>Discussion Items</b>			
	Number of Trustees	Discussion involved changing the libraries charter, easier to increase number of Trustees. Idea: add one Trustee to each municipality (4). Board Governance Committee to discuss.	
	Dori Gottschalk-Fielding	New Grants obtained to purchase new AEDs, Rosen Fund for Discover Summer	
	Friends Update	Lynda DeOrio reported Friends bank balance at \$37,982.67, Book Nook \$150 collected over three weeks; Annual Appeal \$10,052; garden trip \$1200	

	Upcoming meeting & closures	6/11/24 Building 6/13/24 Board Governance 6/17/24 Finance 6/19/24 Library closed in observance of Juneteenth 6/20/24 Library closing at 3pm for staff meeting 6/25/24 Board of Trustees
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The meeting adjourned at 5:15 pm on a motion by Nancy Karpinski, seconded by Cindy Baney, unanimously approved

Next Regular Board of Trustees Meeting: June 25/24 4:30 pm

Respectfully Submitted,  
Cindy Baney, Secretary

DRAFT

## Library Director Report: June 2024

### Agenda Items

- 5c: new bank accounts: Deb Daloia, Melanie Shernesky, and I met with Demetrius Murphy from Lyons National Bank. He provided information about opening an account with LNB. The money market account at Tompkins Trust currently earns 0.10%. LNB offers 4.25% for six months and then we can re-assess. Even if the rates go down after this time period, they will still be higher than Tompkins.

### Personnel

- Drew Urbanek has extended his leave of absence through August.

### Programs/Collections/Services

- Programs this month include an author talk/community read (in partnership with Seward House), visits to our Family Space by Trevor, a delightful therapy dog, and continuation of our gardening lectures/workshops. The Juneteenth art installation “Cosmic Black Joy: The Jubilee Tapestries” went up on Sunday 6/16/24. The grand opening/reception will be held on Thursday 6/20/24 at 5pm.
- Collection highlights: We’re waiting for FLLS to do some work on their end, but we have a new Peace Collection ready to put on the shelf. I’ll have more information to share once Mary completes the cataloging issues with FLLS.

### Building & Technology

- Technology:
  - ExtraMile is working with FLLS to install library software on the remaining three computers to be deployed.
  - We’ve been having a problem with the UPS for the server (located in the boiler room). I’ve asked Mary Lovell to follow up with ExtraMile.
  - We had a problem with the server last week (it shut down unexpectedly) and Polaris was slow to load. I asked ExtraMile if we need to replace this equipment yet. It was purchased in 2019.
- West Lobby project:
  - The state accepted my amendments to the grant and have tasked me with amending the budget sheet. I will work with Melanie to get this submitted next week.
  - Knapp Electric should be onsite the week of 6/24/24 to finish the cove lighting.
- Repairs/Maintenance:
  - J&B Roofers cleaned all the roof drains and noticed holes on the South Roof (flat EPDM) and asked to patch while they were here. I authorized the patching, which came to 15 holes. The roof seems in good shape for having been installed in 2009. As of July 1<sup>st</sup> of this year, the warranty on the roofing material will expire. I spoke with Chris (J&B) to ask about the lifespan of the roof and when we should plan on replacing it. He will be by the week of 6/24/24 to inspect it and will give us a quote.
  - Andy has been patching/painting the columns at the West Entrance for several years. He said there are some issues that he can’t repair. After checking with Larry Liberatore, I contacted Bill Clark. Bill looked at the work and will prepare a quote. He is currently working on repair/restoration of the columns at the Cayuga Museum.
  - Installation of the fireplace mantel on the 2<sup>nd</sup> floor: While Bill Clark was here to look at the columns, I asked him to look at the mantel. He will give us a quote for installing it.

Respectfully submitted,  
Lisa Carr

SPLD Finance Committee Minutes  
Meeting held on 6/17/24

Present: Mike McCole, Patti Festa, Clyde Howard, Kim Schulze, Deb Daloia, Lisa Carr, Melanie Shernesky, Molly LaLonde (via zoom)

Excused: Mike Trapani, Jim Hanley

Deb called the meeting to order at 4:32pm

Clyde Howard made a motion to accept the May 2024 Board Reports. Seconded by Mike McCole. Motion carried unanimously.

Discussion:

- How snow removal is paid? We contracted with RyCoe for the winter season (Fall 2023 through winter 2024) for a set fee, not per storm. We paid the first half of the contract in the Fall of 2023 and the second half in 2024. The 2024 budget does not include the first half of the 2024-2025 season payment. Lisa will build this in to the 2025 budget.
- Question on other income included below the Net Ordinary Income Line. Lisa and Melanie explained Other Income/Expense was a way to separate out income and expenses related to grants and other accounting (such as rent in kind, depreciation) so Trustees could have a better idea of the operating budget.

Clyde Howard made a motion to accept the May 2024 Claims. Seconded by Mike McCole. Motion carried unanimously.

Discussion: Molly LaLonde said there was nothing out of the ordinary.

Patti Festa presented the Treasurer's Report. She explained that she tracks actual cash in and cash out. Her report always ties out to the total cash on the Balance Sheet. Interest will always tie out to #4800 on the P&L.

Dunn Bequest Report: has gained some interest. Melanie is calculating the deficit for 2023 that will need to be released by the Board. It's approximately \$104,000. The planned deficit for 2023 was \$60,000. The pension cost was approximately \$27,000 more than budgeted. Lisa will prepare an analysis of the deficit.

Discussion:

1. Mike McCole made a motion open new accounts at Lyons National Bank. Seconded by Clyde Howard. Motion carried unanimously.
2. Kim Schulze suggested checking with Generations Bank to get a better rate for PR Savings. Lisa will check into it.
3. Lisa is preparing a draft 2025 Operating budget and will send dates out to Trustees to attend a budget review.
4. Lisa proposed sending an RFP for audit/tax prep services for FY 2024. Committee members reviewed the draft letter and agreed to the proposed timeline.
5. Draft 990: tabled until Lisa hears back from Elaine Buffington.

Next meeting is scheduled for 7/15/24.

Meeting adjourned at 5:23pm

Respectfully submitted,

Lisa Carr

## Seymour Public Library District Profit & Loss Budget Performance May 2024

	May 2024	Jan - May 2024	Annual Budget	Balance	42% of Year
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4000 · Tax Revenue	81,250.00	406,250.00	975,000.00	568,750.00	42%
4100 · Foundation Income	0.00	3,488.15	8,538.00	5,049.85	41%
4200 · State & Local Funding	0.00	1,065.70	14,157.00	13,091.30	8%
4300 · Patron Fees	442.85	2,588.18	4,465.00	1,876.82	58%
4400 · Gifts	68.50	25,321.53	15,150.00	-10,171.53	167%
4800 · Interest Income	651.96	3,177.89	5,000.00	1,822.11	64%
4900 · Miscellaneous Income	746.38	772.63	500.00	-272.63	155%
4330 · Swag	0.00	0.00	600.00	600.00	0%
<b>Total Income</b>	<b>83,159.69</b>	<b>442,664.08</b>	<b>1,023,410.00</b>		<b>43%</b>
<b>Gross Profit</b>	<b>83,159.69</b>	<b>442,664.08</b>	<b>1,023,410.00</b>		<b>43%</b>
<b>Expense</b>					
6000 · Administrative	4,547.22	23,916.91	50,850.00	26,933.09	47%
6070 · Communications & Marketing (PR)	615.72	3,542.59	8,502.00	4,959.41	42%
6300 · Building & Grounds	3,745.94	20,606.74	39,506.00	18,899.26	52%
6500 · Materials	5,624.13	24,606.20	55,500.00	30,893.80	44%
7000 · Payroll & Related Expenses	72,557.43	371,918.25	850,177.00	478,258.75	44%
7200 · Programs, Services, Supplies	10.25	728.51	1,100.00	371.49	66%
7400 · Technology	1,377.67	7,011.50	17,775.00	10,763.50	39%
<b>Total Expense</b>	<b>88,478.36</b>	<b>452,330.70</b>	<b>1,023,410.00</b>		<b>44%</b>
<b>Net Ordinary Income</b>	<b>-5,318.67</b>	<b>-9,666.62</b>	<b>0.00</b>		
<b>Other Income/Expense</b>					
<b>Other Income</b>					
4600 · Grants and Special Income	21,018.00	41,479.34	28,000.00		
4850 · Rent In-Kind Income	13,629.17	68,145.81			
<b>Total Other Income</b>	<b>34,647.17</b>	<b>109,625.15</b>	<b>28,000.00</b>		
<b>Other Expense</b>					
7540 · Rent In-Kind Expense	13,629.17	68,145.81			
9020 · Depreciation Expense	8,995.65	44,978.21			
9030 · Grant/Aid Funded Expenditures	8,098.16	20,114.27			
<b>Total Other Expense</b>	<b>30,722.98</b>	<b>133,238.29</b>			
<b>Net Other Income</b>	<b>3,924.19</b>	<b>-23,613.14</b>	<b>28,000.00</b>		
<b>Net Income</b>	<b>-1,394.48</b>	<b>-33,279.76</b>	<b>28,000.00</b>		

## Seymour Public Library District Balance Sheet Prev Year Comparison As of May 31, 2024

	<u>May 31, 2024</u>	<u>May 31, 2023</u>
<b>ASSETS</b>		
Current Assets		
Checking/Savings	1,238,954.28	1,356,050.08
Other Current Assets		
1200 · Petty Cash	230.00	253.00
1209 · Taxes Receivable	276,592.62	272,609.30
1210 · Accounts Receivable	744.12	412.20
1400 · Prepaid Expenses	9,071.53	10,740.64
1410 · Prepaid Insurance	6,144.42	5,392.83
Total Other Current Assets	<u>292,782.69</u>	<u>289,407.97</u>
Total Current Assets	<u>1,531,736.97</u>	<u>1,645,458.05</u>
Fixed Assets		
1502 · Equipment.	16,125.69	10,551.32
1503 · Furniture & Fixtures.	175,900.95	195,033.19
1504 · Improvements.	1,674,800.58	1,644,695.87
Total Fixed Assets	<u>1,866,827.22</u>	<u>1,850,280.38</u>
Other Assets		
1700 · Beneficial Int. Perpetual Trust	4,711,419.32	4,219,235.69
Total Other Assets	<u>4,711,419.32</u>	<u>4,219,235.69</u>
<b>TOTAL ASSETS</b>	<b><u>8,109,983.51</u></b>	<b><u>7,714,974.12</u></b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable	9,665.69	18,153.96
Credit Cards	3,003.23	2,099.31
Other Current Liabilities		
2600 · Deferred Tax Revenue	568,750.00	539,000.01
2200 · Payroll Liabilities	52,111.41	61,888.02
2820 · Conditional Grant Advance	551,785.00	551,785.00
Total Other Current Liabilities	<u>1,172,646.41</u>	<u>1,152,673.03</u>
Total Current Liabilities	<u>1,185,315.33</u>	<u>1,172,926.30</u>
Total Liabilities	<u>1,185,315.33</u>	<u>1,172,926.30</u>
Equity		
3100 · Board Designated Funds	292,250.33	415,739.79
3300 · Temp. Restricted Net Assets	28,550.55	35,434.59
3399 · Restricted-Beneficial Interest	4,711,419.32	4,219,235.92
3600 · Unrestricted Net Assets	1,925,727.74	2,029,071.65
Net Income	-33,279.76	-157,434.13
Total Equity	<u>6,924,668.18</u>	<u>6,542,047.82</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>8,109,983.51</u></b>	<b><u>7,714,974.12</u></b>