

Seymour Public Library District Board Meeting Agenda

April 22, 2025 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. Call to Order
2. Adoption of Agenda
3. Public Comment
4. Approval of Consent Agenda
  - 4.1. Minutes of SPLD Board of Trustee meeting held March 25, 2025
  - 4.2. April 2025 Library Report
  - 4.3. Committee Reports
    - 4.3.1. Board Governance (04/9/2025)
    - 4.3.2. Finance (05/19/2025)
5. Action Items
  - 5.1.1. Review March 2025 Financial Statements
  - 5.1.2. Review March 2025 Claims
6. Policy Review
  - 6.1.1. [Volunteer Policy](#)
7. Discussion Items
  - 7.1. Volunteer Program (Dori)
8. Update from the Friends of Seymour Library (Meg)
9. New Business
10. Adjourn

May 2025 Meetings

4/30/2025	Building committee
5/15/2025	Board Governance committee 4:30pm
5/19/2025	Finance committee
5/27/2025	Board of Trustees regular meeting

**Seymour Public Library District**  
**Board of Trustees Meeting**  
**Date: March 25, 2025**

Trustees Present: Clyde Howard, Russ Harkins, Debbie Daloia,, Meg Vanek, Bill Foster, Sylvia Kott, Kim Schulze  
Excused: Mike McCole, Nancy Karpinski  
Staff Present: Lisa Carr, Dori Gottschalk-Fielding, Melanie Shernesky  
Public Present: Robert Smith (FustCharles)

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Taken/Next Steps</b>
Welcome		President Clyde Howard called the meeting to order at 4:29 pm.
Adoption of the Agenda	Lisa Carr asked to add the following discussion item to the agenda: Resolution to allow ACH deposit from charitable trusts to Lyons Bank (instead of Tompkins).	Motion to accept amended agenda made by Bill Foster, seconded by Russ Harkins. Carried unanimously.
Public comment	None	
Presentation of Audit for FY 2024	Robert Smith presented a summary of the draft audit for the FY 2024 financial statements. There were no significant audit matters noted.	Audit will be finalized.
Approval of Consent Agenda	<ul style="list-style-type: none"> <li>• Minutes of February 25, 2025 SPLD Board of Trustees meeting</li> <li>• March 2025 Library Report</li> <li>• March 2025 Committee Reports <ul style="list-style-type: none"> <li>○ Building (3/11/25)</li> <li>○ Board Governance (3/13/25)</li> <li>○ Finance (3/18/25)</li> </ul> </li> </ul>	The Consent Agenda was approved unanimously on a motion by Deb Daloia, seconded by Meg Vanek.
<b><i>ACTION ITEMS</i></b>		
Review February 2025 Financial Statements		Motion to approve February 2025 Financial Statements made by Russ Harkins, seconded by Bill Foster. Carried unanimously.
Review of February 2025 Claims		Motion to approve February 2025 Claims made by Russ Harkins, seconded by Deb Daloia. Carried unanimously.
Approval of FY 2024 Audit		Motion to approve FY 2024 audit made by Deb Daloia, seconded by Bill Foster. Carried unanimously.

Designate FY 2024 Surplus	Board designated funds to be represented as line item on balance sheet	Item was tabled until next Board of Trustees meeting on April 22, 2025
Authorization for Library Director to open accounts at new bank	As Generations Bank has been purchased by ESL, a credit union that cannot offer municipal checking/savings, we need to move funds/close accounts from Generations into another bank that has the appropriate collateralization. Generations has recommended Chemung Trust. Lisa is meeting with Chemung bank representatives on 3/27/25 and will report back to Finance.	Motion to authorize Lisa Carr to open new accounts made by Meg Vanek, seconded by Kim Schulze. Carried unanimously.
Appointment of Claims Auditor	Due to resignation of Molly LaLonde, the board must appoint a new Claims Auditor.	Motion to approve Kim Schulze as new Claims Auditor made by Meg Vanek, seconded by Russ Harkins. Carried unanimously.
Transfer of Trust Funds to New Bank	M&T Bank (managing ACH transactions on behalf of charitable trust) requires a Certificate of Authority/Certificate of Incumbency to verify the identity and authority of key individuals with respect to banking activities in order to deposit funds from the trusts into our new checking at LNB.	Motion to give Lisa Carr authority to transfer trust funds currently held at M&T Bank to Lyons Bank made by Russ Harkins, seconded by Meg Vanek. Carried unanimously.
<b>POLICY REVIEW</b>		
714 Filming and Photography	New draft policy reviewed.	Policy accepted, unanimous approval.
<b>DISCUSSION ITEMS</b>		
Board Governance Committee Role	Board Governance Committee has recommended that it assume responsibility for DEIA actions, rather than form a separate committee.	Agreed, unanimous approval.
DEIA Signage	Three (3) draft options were reviewed. Option 1: Focus on Welcoming All. Option 2: Focus on Action. Option 3: Focus on Diversity and Inclusion.	It was agreed to trial Option 1. Website and library signage will be updated.
Friends Update	Meg Vanek reported the Friends bank balance stands at \$28,452. The organization's bylaws are being updated and a social marketing position is being added. The Garden Tour date is June 14, 2025. Author expo is November 1, 2025.	

Central Library Role	At this time FLLS is continuing negotiations with Tompkins County Public Library
March 2025 Grants Report	Dori Gottschalk-Fielding presented a summary of the status of grants YTD and a general discussion of potential AI impacts moving forward.

The meeting was adjourned at 5:52 pm on a motion by Bill Foster.

**Next Regular Board of Trustees Meeting: April 22, 2025 4:30 pm at the Library**

Respectfully submitted,

Kim Schulze, Secretary

# Seymour Public Library District

## April 2025 Library Report

### Items on the March agenda (Lisa)

- 6.1.1 Volunteer Policy: this a new policy as we prepare to launch our volunteer program in then next 2-3 months. Dori and Mary have worked with Lynda DeOrio , who has agreed to be the Volunteer Coordinator for this program. I have asked Dori to present the program during the Discussion items on the agenda.

### Administration (Lisa Carr)

- General updates
  - I worked with various staff to correct information on the annual report to NYS. The state approved the corrections and accepted the report.
- Finance
  - Audit
    - Rob Smith filed an extension for submission of the 990.
    - Note: we were billed an additional \$985 for “out of pocket” expenses for the audit that was not anticipated. After asking for clarification from Rob, we were told the charges were due to being a new client so there was a lot of up front work moving our information from the previous auditor to their system. Rob noted it will be less next year.
    - Melanie and I are preparing information requested by FustCharles for the 990.
  - Banking
    - I am working on closing out accounts at Generations Bank and opening new accounts at Chemung.
    - We received our new credit cards from LNB and are switching over recurring charges to the cards.
- Facilities
  - The Auburn Fire Department annual inspection took place in March & we passed.
  - The AEDs we purchased have been installed and are fully operational.
  - I met with Beardsley Architects for the North Lobby project kick off meeting.
  - I am reviewing a proposal from CleanStart to outsource cleaning services for the remainder of the year.
- Personnel
  - The majority of library employees completed AED/CPR training in March/April.
  - I am working with Civil Service to review current job titles and job descriptions.
  - I met with Caprice Reader to review her first draft of the new Employee Handbook. She will revise the document based on our discussions. I will present the final draft to Board Governance in May.

### Development (Dori Gottschalk-Fielding)

- Friends’ annual appeal sent to active library users.
- Continued to work on developing strategies for addressing a challenging funding climate.

- Submitted grant applications for \$140,000 in Congressionally Directed Spending to Senators Schumer and Gillibrand. The funding would allow us to construct an outdoor programming space on the Library's front grounds, providing opportunities for increased arts and cultural programming in our community as well as expanded access to that programming.
- Submitted a grant application for \$8,500 to the Cayuga Community Fund for our Reclassifying for Inclusivity Project which would the non-fiction collection using a hybrid system for increased inclusivity and accessibility.
- Submitted a grant application for \$6,000 to South Central Library Council for the Downtown Auburn:1876 Project. The project would add historical data from 1876 to Auburn HistoryForge in conjunction with the Library's sesquicentennial in 2026, providing a fuller understanding of downtown Auburn at the time of the Library's establishment.
- Scheduled the first official meeting of the Development Roundtable.

### Reader & Information Services (Mary Lovell)

- Added about 20 new (donated) cake pans to the collection
- Prepared new Tools collection (awaiting final cataloging)
- Changed labeling and location of the Library of Things Discover! Kits, Caregiver Kits, & Senior Health and Wellness Kits

### Programming & Outreach (Jackie Kolb/Jill Hand)

#### First Quarter Stats Comparison: 2024 vs 2025

<b>2024:</b> January — March <b>157 Programs &amp; 8 Outreach Events</b> <b>Attendance: 2,725</b>	<b>2025:</b> January — March <b>170 Programs &amp; 13 Outreach Events</b> <b>Attendance: 3,217</b> <b>Recorded Programs: 4 Views: 158</b>
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- **Community Partners for the month of April 2025: The Alzheimer's Association** (The Empowered Caregiver Series), **East Hill Medical Center** (Healing & Hardcover Book Club), **The Friends of Seymour Library & The Resting Soul** (2025 Poetry Contest), **Cornell Cooperative Extension of Cayuga County** (Seed Library & Gardening Workshop) **Auburn Junior High & Auburn High School** (Teen Advisory Board/Teen programming), **CAP** (Early Headstart), **Gavras Center** (monthly storytimes), **Seward Elementary** (Family Fun Outreach Night), **Auburn Enlarged City School District** (3rd Grade Field Trips), **Genesee Elementary** (Book Buddies Read Aloud Program), **BOCES**

### Jill, Family Engagement Librarian

- Completed *Creating Accessible and Neuro-inclusive Libraries* Course
  - Will use what I learned to development professional development for staff/make recommendations to create a more inclusive space for library users
- Held 1 of 2 ASL Storytimes, led by a local special education preschool teacher
- Four of Auburn elementary school's third graders visited the library
- Participated in Seward Elementary's Spring Fling Family Night- outreach table

- Finished up Homeschooler's Financial Literacy (TM4K) program series- great feedback from participating families
- Attended the BOCES School Libraries Council meeting- shared library information and updates

### **Jackie, Director of Programming & Outreach**

- 23 people joined us for the Grand Opening of the Seed Library!
- 24 people submitted poems for the library's 2025 Nature in Verse Poetry Contest! Winners will be announced soon on the library's website & social media. First place winners in each category (Adult, Teen, Children) will have their poems published in the Citizen. Everyone is invited to read at the library's Poetry Open Mic Night on April 24.
- Met with the Board of Elections in an effort to improve the Trustee Election & Budget Referendum process.
- June Pride Month programming: Reached out to "All things Oz" museum in Chittenango for a speaker on the topic of Oz in Queer history. Reached out to the Equal Rights Heritage Center. Planning a screening of the Documentary: *Casa Susanna* (available to stream on Kanopy).
- Collaborating with the Cayuga County Health Department for a bike safety program (Ride & Read) that will tie into the StoryWalk. (Jill & Jackie)
- Meet with the Friends of Seymour Library planning committees for the 2025 Author Expo (Saturday, November 1) and Summer Garden Tour and Plein Air Event (Saturday, June 14th).

### **Nichole, Teen Program Coordinator**

- The Teen Advisory Board planned and hosted a trivia event at the junior high school- 34 students attended during their lunch periods!
- 16 Teens joined us for Trivia Night at the library on 4/11.
- Weekly meetings with both the Teen & Tween Advisory Boards to plan programs. Lots of interest in 3D printing.

**Upcoming program highlights for May:** Music in the Stacks with Joe Sarnicola (5/1), Author Talk with Karen Foresti Hempson (5/23), Teen Craft Night: Spring DIY (5/7), Teen Collage Night (5/14), Book Club for Homeschooling Families (5/8 & 5/22), Saturday STEAM: Engineering a Mini-Golf Hole (5/10), Family Fun Night: Mad Scientists (5/16), & Animal Dance Party with the Girl Scouts (5/24)

### **Library Experiences (Olivia Wojnar)**

- Library Experiences staff had AED/CPR training as well as sexual harassment training on April 4th.
- On May 8th, Brenda, the director of the Office for the Aging, will be presenting to Library Experiences staff on the services the office offers.

### **Communications & Marketing (Maureen)**

- Monthly e-Newsletters
  - General Newsletter - 40% Open Rate
  - For Readers – 48% Open Rate
  - Family Space – 31% Open Rate

- Friends of Seymour Library (in collaboration with Jackie Kolb)
- Blogs
  - <https://seymourlibrary.org/planning-a-staycation-for-your-2025-spring-break/>
  - <https://seymourlibrary.org/celebrate-and-explore-national-poetry-month/>
  - <https://seymourlibrary.org/discover-the-joy-of-birding-in-the-finger-lakes/>
  - <https://seymourlibrary.org/celebrate-neurodiversity-and-autism-acceptance-month/>
- Seymour Library Social Media Ambassador Program
  - Creation of a [Special After-Hours Social Media Ambassador Tour](#)
    - Highlighting May – Historic Preservation Month
  - Updates to Social Media Ambassador Page & Form
    - [seymourlibrary.org/about/social-media-ambassador-program/](https://seymourlibrary.org/about/social-media-ambassador-program/)
    - Updated Call to Action, images, & content.
- Meetings
  - 4/9 quarterly meeting for Auburn’s Historic and Cultural Site Commission

### **History Discovery Center (Dori)**

- Lin trained Jesse in use of the Digital Memories Lab, newspaper archives, and several other resources. Dori will follow-up with additional training as needed. Jesse’s shifts in the HDC begin 4/17 and assistance to researchers will be split between Lin and Jesse.

Respectfully submitted,

Lisa Carr

Library Director



## BOARD GOVERNANCE MEETING MINUTES 4/8/2025

Attending: Lisa Carr, Russ Harkins, Clyde Howard, Sylvia Kott, Meg Vanek

Reviewed the following policies:

706 Patron Complaints— listed by error. No review needed at this time

302 Lost and Found— Changes were made to language regarding duration of time to hold items before discarding. Rest of policy looks good. Changes approved and changes do not need board approval.

Volunteer Policy— This is a new policy written by Dori-Gottschalk Fielding, Mary Lovell and Lynda DeOrio. Key takeaways include notice that no working papers are needed for minors to serve as volunteers. Parts of the Volunteer program were curated from NYS Civil Service and Department of Labor. Board Governance is recommending policy to the full board for approval.

Update on status of Central Library District— Lisa informed us that it is conventional wisdom that that there needs to be more study by FLLS to determine the role of Central Library. Any decision delayed for another year.

Discussion regarding Law Enforcement policy(ICE)

Discussion needed before devoting a policy. In Section III it talks of having a local criminal defense attorney with knowledge of immigration along with employment law

FLLS owns our database(Polaris) and we need to submit request to them before handing over any information.

Also we need to ascertain our relationship with local law enforcement.

Under Section 3.5 and 3.5 it speaks of a "4509 Compliant " Library. Need to determine is so and if not adopt a policy.

Lisa will work on drafting a policy for the committee to review and discuss.

One last item—Mary Lovell has a draft of the Employee Handbook and will present to Governance in near future.

Next meeting will be on May 15, 2025 at 4:30 pm

Seymour Public Library District  
Finance Committee meeting  
4/14/25

Present: Jim Hanley , Deb Daloia, Kim Schulze, Mike McCole, Clyde Howard, Lisa Carr, Melanie Shernesky  
Patti Festa

Deb called the meeting to order at 4:35 pm

Board Reports for March 2025: The P&L was reviewed by the committee, with some questions. The negative amount for Payroll Service Fee was due to a credit having to do with quarterly disability payments. Building maintenance is high due to circulating pump replacement and work done on the west link roof. NYSEG bill is a little high but that can be due to the time of year. Melanie noted we now get billed monthly instead of every other month.

Clyde moved to accept the March 2025 Board Reports. Seconded by Mike. Carried unanimously.

Board Claims paid in March 2025: The committee reviewed claims paid in March. Kim has taken on the role of Claims Auditor and is meeting with Melanie to go through the process. She plans on auditing the claims two times/month. She did not see anything out of the ordinary with claims in March.

Clyde moved to accept the March 2025 Board Reports. Seconded by Mike. Carried unanimously.

Patti presented the Treasurer's Report. There were no questions.

Chemung Trust: Lisa reviewed the options available at Chemung trust, including ICS and CDARS. She expects the accounts to be opened in the next week and will work with Melanie to identify minimum balances and CDARS. Once the plan is developed, Lisa will send an overview of the Finance Committee for review.

Proposed 2026 Operating Budget

Lisa is still working on the budget and plans to hold a budget workshop for trustees in the first week of May.

The next meeting is scheduled for 5/14/25 at 4:30pm.

Respectfully submitted,  
Lisa Carr

## Seymour Public Library District Profit & Loss Budget Performance March 2025

	March 2025	Jan - Mar 2025	Annual Budget	Balance	25% of Year
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4000 · Tax Revenue	86,937.50	260,812.50	1,043,250.00	782,437.50	25%
4100 · Foundation Income	0.00	3,346.70	8,000.00	4,653.30	42%
4200 · State & Local Funding	3,500.00	3,500.00	14,000.00	10,500.00	25%
4300 · Patron Fees	285.33	1,504.61	3,860.00	2,355.39	39%
4400 · Gifts	5,373.72	19,864.60	24,500.00	4,635.40	81%
4800 · Interest Income	4,058.54	10,356.16	6,700.00	-3,656.16	155%
4900 · Miscellaneous Income	0.00	388.61			
<b>Total Income</b>	<u>100,155.09</u>	<u>299,773.18</u>	<u>1,100,310.00</u>		27%
<b>Gross Profit</b>	100,155.09	299,773.18	1,100,310.00		27%
<b>Expense</b>					
6000 · Administrative	6,386.57	19,172.27	60,820.00	41,647.73	32%
6070 · Communications & Marketing (PR)	621.12	2,293.96	9,770.00	7,476.04	23%
6300 · Building & Grounds	5,976.64	23,232.81	71,280.00	48,047.19	33%
6500 · Materials	7,462.65	13,206.78	63,500.00	50,293.22	21%
7000 · Payroll & Related Expenses	67,532.59	205,411.47	870,025.00	664,613.53	24%
7200 · Programs, Services, Supplies	32.29	462.27	2,500.00	2,037.73	18%
7400 · Technology	1,384.23	4,194.69	22,415.00	18,220.31	19%
<b>Total Expense</b>	<u>89,396.09</u>	<u>267,974.25</u>	<u>1,100,310.00</u>		24%
<b>Net Ordinary Income</b>	10,759.00	31,798.93	0.00		
<b>Other Income/Expense</b>					
<b>Other Income</b>					
4600 · Grants and Special Income	45,305.00	53,565.00			
4850 · Rent In-Kind Income	13,900.00	41,700.00			
<b>Total Other Income</b>	<u>59,205.00</u>	<u>95,265.00</u>			
<b>Other Expense</b>					
7540 · Rent In-Kind Expense	13,900.00	41,700.00			
9020 · Depreciation Expense	8,995.65	26,986.95			
9030 · Grant/Aid Funded Expenditures	4,764.38	9,648.76			
<b>Total Other Expense</b>	<u>27,660.03</u>	<u>78,335.71</u>			
<b>Net Other Income</b>	<u>31,544.97</u>	<u>16,929.29</u>			
<b>Net Income</b>	<u><u>42,303.97</u></u>	<u><u>48,728.22</u></u>	<u><u>0.00</u></u>		

## Seymour Public Library District Balance Sheet Prev Year Comparison As of March 31, 2025

	<u>Mar 31, 2025</u>	<u>Mar 31, 2024</u>
<b>ASSETS</b>		
Current Assets		
Checking/Savings	1,588,987.02	1,396,719.26
Other Current Assets		
1200 · Petty Cash	253.00	253.00
1209 · Taxes Receivable	293,928.96	276,592.62
1210 · Accounts Receivable	1,846.55	608.12
1400 · Prepaid Expenses	12,369.49	4,762.77
1410 · Prepaid Insurance	9,261.93	8,943.02
Total Other Current Assets	<u>317,659.93</u>	<u>291,159.53</u>
Total Current Assets	1,906,646.95	1,687,878.79
Fixed Assets		
1502 · Equipment.	14,130.29	8,795.57
1503 · Furniture & Fixtures.	159,875.95	179,105.95
1504 · Improvements.	1,607,320.48	1,689,302.00
Total Fixed Assets	<u>1,781,326.72</u>	<u>1,877,203.52</u>
Other Assets		
1700 · Beneficial Int. Perpetual Trust	4,850,610.32	4,711,419.32
Total Other Assets	<u>4,850,610.32</u>	<u>4,711,419.32</u>
<b>TOTAL ASSETS</b>	<b><u>8,538,583.99</u></b>	<b><u>8,276,501.63</u></b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable	24,232.37	14,783.42
Credit Cards	4,793.83	2,583.91
Other Current Liabilities		
2600 · Deferred Tax Revenue	782,437.50	731,250.00
2200 · Payroll Liabilities	57,710.33	52,420.46
2820 · Conditional Grant Advance	551,785.00	551,785.00
Total Other Current Liabilities	<u>1,391,932.83</u>	<u>1,335,455.46</u>
Total Current Liabilities	<u>1,420,959.03</u>	<u>1,352,822.79</u>
Total Liabilities	1,420,959.03	1,352,822.79
Equity		
3100 · Board Designated Funds	190,742.11	291,194.80
3300 · Temp. Restricted Net Assets	26,001.13	30,674.62
3399 · Restricted-Beneficial Interest	4,850,610.32	4,711,419.32
3600 · Unrestricted Net Assets	2,001,543.18	1,924,659.20
Net Income	48,728.22	-34,269.10
Total Equity	<u>7,117,624.96</u>	<u>6,923,678.84</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>8,538,583.99</u></b>	<b><u>8,276,501.63</u></b>

## Seymour Public Library District

**Policy Title:** Volunteer Policy

**Policy Number** 716

**Policy Category:** Public Space & Safety

**Effective Date:** [supersedes existing 716]

Seymour Public Library's Volunteer Program is intended to enhance our service to the community while providing volunteers with an opportunity to contribute to the community and fulfill personal goals.

- Volunteers will not be used to replace the work done by paid Library staff.
- Volunteers will not be compensated for their efforts. Additionally, the Library will not provide health, workers' compensation, unemployment or disability benefits for volunteers.
- Those persons interested in volunteering must complete a volunteer application for open positions and must complete an interview and provide two references. Applicants will be approved to become volunteers at the discretion of the volunteer coordinator and Library Director based on an applicant's qualifications in relation to the needs of the Library. The Library may deny an application for any reason.
- We are a diverse, equitable, and inclusive organization and will aim to have our volunteer pool reflect the diversity of our community.
- Volunteers must be age 12 or older. Volunteers under age 14 will need to have a parent or guardian onsite during the volunteering. Some positions will require volunteers to be 16 and older, or even 18 and older due to the nature of the work.
  - Volunteering by those under the age of 18 will be governed by current NYS Permitted Working Hours for Minors. As of 2025, those regulations are listed through the Department of Labor at:  
<https://dol.ny.gov/system/files/documents/2023/11/ls171.pdf>
  - Volunteers who are under the age of 18 must have written consent of a parent or guardian on their volunteer agreement.
- The Library does not participate in court appointed community service.
- Volunteers must attend a general orientation, a training specific to their duties, and complete the annual NYS Anti-Harassment training.
- Volunteers must adhere to the Library's Code of Conduct and other applicable policies including anti-discrimination/anti-harassment, anti-bullying, weapons in the workplace,

and patron confidentiality. These policies will be discussed at volunteer orientation/training and printed versions are available upon request at the Library.

- Volunteers will be evaluated on a regular basis. If performance of the volunteer position is unsatisfactory or if Library policies are violated by the volunteer, the Library reserves the right to terminate the individual's participation in the volunteer program.

# Revision History

Changes	Approved by	Date
Written to supercede existing volunteer policy		