

SEYMOUR LIBRARY  
Minutes of the Board Meeting Held on  
21 April 2015  
(Approved Minutes)

**Roll Call and Attendance:**

**Present:** C. Gouveia (Director), L. Sanford, L. Gardner, M. Marone, D. Brannigan, S. Rochette, L. Cenci (President), S. Bakshi, W. Borowiec

**Absent:** C. Wilcox

**Guest(s):** Katherine Kristansen, Village Liaison

**Call to Order:**

The meeting was called to order at 7 p.m.

**Approval of Previous Minutes:**

**3-17-15 Meeting Minutes:** S. Bakshi MOVED to approve the amended minutes. L. Sanford SECONDED the motion and the motion was CARRIED.

There was discussion of the current Committee membership and the need for some changes. The Personnel and Financial Committees are fine. S. Bakshi prefers not be Chair of the Strategic Management and Planning Committee. He will, however, remain as a committee member. S. Rochette and D. Brannigan agreed to serve as co-chairs of this committee. C. Wilcox will replace S. Rochette on the Nominating committee. (See the attached revised Trustees list.)

**Director's Report:**

C. Gouveia shared some highlights from his monthly report. The Isaacs sent a HVAC bill that was in error. After some discussion with Isaacs, this matter has been corrected. The HVAC system is still not working properly. It was suggested that Meyers could possibly check the system out and make any necessary adjustments.

Gates Sons Electric replaced a faulty photovoltaic sensor for the soffit and exit lights. C. Gouveia will investigate the cost of replacing the soffit lights, many of which are dead, with LED fixtures to conserve energy.

The staff copier needs to be replaced. C. Gouveia is talking with the Library Friends about helping us to replace the copier.

The groundbreaking ceremony for the Local History Room is this weekend. Many dignitaries will be in attendance. All Board members are welcome.

Amy Westfall has left to take a fulltime position at Genesee Community College. She did an outstanding job and will be missed. C. Gouveia shared the revised job description for her position

**Requests for Board Action:**

S. Rochette MOVED to accept the resignation of A. Westfall, library clerk, effective 4/6/15. L. Cenci SECONDED the motion and the motion was CARRIED.

L. Sanford MOVED to accept the revised job description for A. Westfall's position. L. Gardner SECONDED the motion and the motion was APPROVED. C. Gouveia will share the final draft of the job description with the Board once it is completed.

S. Bakshi MOVED to approve the revised "eReader and Tablet Circulation Policy" with the changes as discussed. L. Sanford SECONDED the motion and the motion was CARRIED. C. Gouveia will share the final version of this policy with the Board.

Discussion of the library's 2014 NY State Annual report was tabled until May to give Board members a chance to review the report.

**President's Report:**

The parking lot is in disrepair. Estimates have been sought but little will be done besides fixing the main potholes and repainting the walkway lines until after the construction of the history room is completed. The Town of Clarkson has been contacted about fixing the large potholes at the East Avenue entrance.

A matching grant may also be available to help raise money for the local history room.

L. Sanford updated the Board on the Seymour Library Friends. They currently have about \$26,000 in their various accounts. The book sale raised \$1426.97. The Friends are in the process of revising their by-laws. Friends are again providing food, prizes and T shirts for the Summer Reading program. They are also contributing \$250 to help pay for our teens to attend the Teen Book Festival. The generosity of the Friends is greatly appreciated by the Library staff and the Board. Northside Mobil has agreed to pay for the bus to the Teen Book Festival.

**Financials:**

M. Marone MOVED to approve and pay the bills as presented. W. Borowiec SECONDED the motion and the motion was CARRIED.

Most of the money from Chase Bank has been moved to Five Star Bank. This month's bills were paid using our new Five Star account. Some money remains in the Chase checking account to cover pending bills. We will hopefully be able to fully close our Chase accounts soon.

The Citizens CD was cashed out. This \$175,000 will be used to help pay for the Local History Room. The Five Star CD has been moved to the Foundation.

**Bill signers for MAY are M. Marone and L. Cenci. Please come at 6:30 p.m.**

Trust Funds no significant changes.

The Library continues to act more independently in financial matters. Clarkson, for example, is willing to let the Library move funds without going through them. We do have checks and balances in place. C. Gouveia can move moneys from Savings to Checking. N. Powell writes checks. Board members must approve bills for payment. But questions were raised about what this independence means in terms of the Tri Municipality agreement that was signed when the new library structure was established. The reoccurring question of bonding of Board members came up as part of this discussion. There needs to be some follow up on both these matters. Katherine Kristansen, Brockport liaison to the Library, agreed to help investigate this.

### **Old Business:**

**Strategic Planning Committee:** Did not meet

**Operational Committee:** nothing

**Operational Committee:**

**History Room update:** A number of problems have arisen that are going to increase costs. The catch basins and downspouts of the current building were improperly installed. This will need to be corrected. Rocks have been found while digging the foundation. The committee plans to stay on top of things and is going to meet every other Tuesday to discuss progress and problems.

L. Sanford MOVED to allow C. Gouveia to try to get the HVAC system straightened out. W. Borowiec SECONDED the motion and the motion was CARRIED.

### **Executive Session:**

None

**Adjournment:** At 8:40 p.m. S. Rochette MOVED to adjourn D. Brannigan SECONDED; the Board APPROVED. The meeting ADJOURNED.

Seymour Library Board Meeting Minutes of 4-21-15, p. 4

**Bill signers for May are M. Marone and L. Cenci. Please come at 6:30.**

**The next Board meeting is on 19 May 2015 at 7 p.m.**