

SEYMOUR LIBRARY  
Minutes of the Board Meeting Held on  
19 May 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, C. Wilcox

**Absent:** none

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

**Call to Order:**

The meeting was called to order at 6:55 p.m.

**Approval of Previous Minutes:**

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

**Director's Report:**

C. Gouveia shared some highlights from his monthly report. When compared to 2014, overall circulation was down slightly but door counts, program attendance and eBook use were all up. The Library Friends have agreed to replace the staff copier. Thank you Friends!! C. Gouveia managed to negotiate a deal where our cost per page and per month will be the same.

The public copier is a source of revenue for the Library as we charge .15/page for black and white copies and .50/page for colored.

The MCLS will be providing a bus to the 2015 NY Library Association meeting. C. Gouveia indicated he plans to take the bus. Board members would be welcome. W. Borowiec and D. Brannigan will review the NYLA webpage and see if they feel it would be valuable for some Board members to attend. They will report back in June.

S. Snow, MCLS Assistant Director, attended a program on state audits presented at the last Library Trustee conference. She reported on what she learned. The plan is for all N.Y. libraries to be audited. These audits will be both fiscal and procedural.

The Seymour Library has joined the Brockport Merchants Association. C. Gouveia attended the Association's May meeting.

At the recent Library staff meetings, C. Gouveia told staff that he would like them to assist with outreach at summer community events. He also urged staff to continue to carefully examine circulation trends so that the Library can budget wisely.

The Library received a \$3,000 rebate check from RG&E and NYSEG to help defray some of the cost for the new boilers.

Seymour Library will be the last Library in the MCLS to receive the coming fiber optic upgrade. That is because the Library is 4.5 miles from the closest fiber optic line.

Susan Carlson has accepted a new position at the Hamlin Library.

L. Beabout will be picking up S. Carlson hours. Please note that L. Beabout will still be less than half time.

**Requests for Board Action:**

L. Cenci MOVED to close the Library at 3 pm on Friday August 7<sup>th</sup> for the Summer Reading Finale Party. L. Gardner SECONDED the motion and the motion was CARRIED.

L. Sanford MOVED to accept the resignation of S. Carlson, library clerk, effective 5/20/15. S. Rochette SECONDED the motion and the motion was APPROVED.

L. Cenci MOVED to approve the Library's 2014 NY State Annual report with any necessary changes. L. Cenci will double check on the trustee terms. S. Bakshi SECONDED the motion and the motion was CARRIED.

**President's Report:**

L. Cenci ceded the floor to S. Bakshi. S. Bakshi indicated the Library needs to check into the effects of the N.Y. Nonprofit Revitalization Act of 2014 on our policies and procedures. S. Bakshi and L. Cenci will meet to discuss these concerns and policy streamlining.

L. Cenci shared the 3 bids we currently have for repairs to the Library parking lot. She will contact Sweden Enterprises to see if they are interested in bidding as well. She and C. Gouveia will work together to develop specs for exactly what we want done as the various bids may reflect different project criteria.

**Financials:**

M. Marone MOVED to approve and pay the bills as reviewed and presented. L. Cenci SECONDED the motion and the motion was CARRIED.

M. Marone will follow up on the status of the Citizens Bank CD 113.78.

The Chase Bank accounts are now completely closed out.

The Operating Fund has NO endowment money mixed in.

Trust Funds no significant changes. As Trust fund changes generally happen slowly a decision was made to only discuss Trust Funds once a quarter unless something happens (May, Aug., Nov. and Feb.).

**Bill signers for JUNE are M. Marone and C. Wilcox. Please come at 6:30 p.m.**

D. Brannigan urged C, Gouviea to attend the New York Library Association's Annual Conference in October of 2015. The cost of attending this meeting will come out of the Library Budget.

### **Old Business:**

**Financial & Strategic Planning Committees:** Nothing to report.

### **Operational Committee:**

**Boilers:** M. Marone reported that in her review of the Specifications for the boiler the Library was to receive a written warrantee on the boiler parts for 1 year and the boilers for 15 years. This warrantee has not been received. She will follow up on this with IRR Supply. This warrantee means that additional insurance on the boilers and boiler parts will not be purchased.

**Friends:** The Friends continue to be fiscally sound. The Friends By-Law revisions have been sent to their committee for review and changes. The plan is to have the By-Laws ready for a September vote. All Friends will be contacted by email or post card to solicit input and a vote on the revisions. Two of the Library pages will be graduating in June. The Friends agreed to give each of them a \$25 gift card to Lift Bridge. The Friends will also pay for the new staff copier approximate cost \$5,000.

**Grants:** The \$3,000 boiler rebate has been received. Work on the tech grant continues.

**History Room update:** The clerestory will no longer be part of the addition. Approximate savings \$35,000. The committee continues to stay on top of things and is meeting every other Tuesday to discuss progress and problems. The concrete used in the construction is being quality tested.

### **Executive Session:**

At 8:55 L. Sanford MOVED to go into Executive Session to discuss a personnel matter. S. Rochette SECONDED the motion and it was APPROVED.

At 9:00 L. Sanford MOVED to come out of Executive Session. M. Marone SECONDED the motion and the motion was CARRIED.

L. Sanford MOVED to give C. Gouveia a \$2,500 annual pay increase due to the outstanding job he is doing. L. Cenci SECONDED the motion and the motion was CARRIED.

**Adjournment:** At 9:01 p.m. S. Rochette MOVED to adjourn L. Gardner SECONDED; the Board APPROVED. The meeting ADJOURNED.

**Bill signers for June are M. Marone and C. Wilcox. Please come at 6:30.**

**The next Board meeting is on 16 June 2015 at 7 p.m.**