

SEYMOUR LIBRARY
Minutes of the Board Meeting Held on
17 November 2015
(Approved Minutes)

Roll Call and Attendance:

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

Absent: none

Guest(s): Katherine Kristansen, Village Liaison

Call to Order:

The meeting was called to order at 7:07 p.m.

Approval of Previous Minutes:

L. Cenci MOVED to approve the **10-20-15** minutes as presented and amended. M. Marone SECONDED the motion and the motion was CARRIED.

Director's Report:

C. Gouveia shared some highlights from his monthly report. In response to the discovery this past month of feces in the Local History room the Board discussed the possibility of installing security cameras. At the current time the library has no cameras and none are planned but it is a topic for future discussion if further problems arise.

Salmon Creek Nursery continues to work on landscaping especially around the Local History Room.

The Air Conditioning bids have started to come in. They will be opened on 12-11-15.

So far the 2015 After Hours Fundraiser made \$16,771.51 profit. This is the most we have ever raised!! Some additional funds may straggle in. All funds will be placed in Citizen' Bank and remain separate from library accounts. Next year the After Hours will be under the Library Foundation. C. Gouveia plans that the next few After Hours events will fund the creation of study rooms, hopefully 4-5. These rooms will need soundproofing, general renovation: paint, carpeting etc. and may need special arrangements for heat and air conditioning.

The wiring problem involving electric wire insulation does not appear to reflect a general problem and seems limited to the book drop light.

C. Gouveia announced that M. Marone and S. Bakshi will receive the volunteers of the year award at the annual brunch on 12-19-15. All are invited. While we were on the topic of recognition S. Bakshi wanted to recognize and commend C. Gouveia and D. Cody for all their work to make After Hours such a rousing success. He also wanted to recognize and commend C. Gouveia and M. Marone for all their work on the Local History Room project. M. Marone shared the framed certificate she received when the Town Of Clarkson named 11-1-15 Mary Marone Day in recognition for all her service to the town. S. Bakshi was also belatedly recognized for his birthday which was on 10-20-15 the date of the October Board meeting.

L. Sanford MOVED to accept the following schedule for closing the Library in 2016 (and New Year's 2017):

January 1, 2016, May 30, 2016, September 5, 2016, November 23, 2106 (close at 4 pm), November 24, 2016, December 23, 2016, December 24, 2016, December 26, 2016, December 31, 2016 and January 2, 2017.

L. Gardner SECONDED the motion and the Board APPROVED.

W. Borowiec requested that the Board hold any discussion related to C. Gouveia's Requests for Board Action until new business. The Board agreed.

President's Report:

L. Cenci expressed thanks to M. Marone for all her work on the Local History Room. She also congratulated the After Hours Committee on a highly successful event. This committee is looking for new members to help with the 2016 After Hours. Katherine Kristansen indicated that she will be joining the committee.

Financials:

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

There was nothing new to report about CDs.

Bill signers for December are L. Cenci and M. Marone. Please come around 6:30 p.m

The Village approved the withdrawal of \$3,500 from the Shaffer Trust. S. Bakshi made this request for the Library. These funds will be used for the Local History Room. This money is The Shaffer Trust Fund interest only, not principle.

The funds in Five Star Bank will be transferred to the Library Foundation.

Old Business:

Financial: Nothing to report.

Operational Committee: Air conditioning bids are due by 12-4-15. The opening of bids to replace the air conditioning unit(s) will be on 12-11-15. The bidders have the option of bidding to replacing either 1 or 2 units as per the discussion at the 10-20-15 Board meeting.

Personnel: The committee needs to meet to discuss salary issues and will do so at 7 pm on 11-30-15. Committee members are L. Cenci, L. Sanford, S. Rochette and W. Borowiec.

Strategic Management and Planning Committees: Nothing to report.

Nominating Committee: The committee has put together a slate of officers for 2016. They are as follows: President: L. Cenci, Vice President: L. Sanford, Treasurer: S. Bakshi and Secretary: D. Brannigan. There were no nominations from the floor. W. Borowiec MOVED that the Board secretary cast the ballot for the full slate of officers. S. Rochette SECONDED the motion and the motion was CARRIED. Congratulation to all our officers!

Friends: The Friends have about \$22,501 in their account. Next year After Hours will be the weekend before Thanksgiving. S. Hullfish will be doing a fabric, yarn and sewing notion exchange to raise additional funds for the Library. No date has been set. The Friends Library staff breakfast will be 12-11-15 from 8-10. Holiday decoration of the Library will be on 12-1-15 at 1 pm. The Friends agreed to provide end of year gifts to all Library staff. They also agreed to donate \$200 to support the Volunteer Recognition Brunch and \$250 for the United Nation Read-a-thon. The Friends are discussing a service event at the Library perhaps washing some walls.

History Room update: There are still a few things on the punch list. \$41,717.70 is the last monies due to Whitney East. C. Gouveia will see what needs to be done to get the balance of the grant from the State for the LHR grant. \$13,058 is still due. Simbari received their last bill payment \$989.32. Simbari still has some final paperwork to send us.

Grants: Nothing to report.

Tri-Municipal Agreement: Nothing to report.

New Business:

W. Borowiec MOVED to approve the hiring of Dennis Annechino to review the potential contract (memorandum of understanding) with the Village and the solar farm and the Tri-Municipal Agreement L. Sanford SECONDED the agreement and the motion was APPROVED. There was a discussion about the long term consequences of the solar farm arrangement including whether or not at some point in the future the Village would want some reduction to their Library subsidy due to money the Library saved on electricity.

L. Cenci will send a letter to B. Fox about our switching to a new accountant.

Requests for Board Action: M. Marone MOVED to approve the amended Art Display Policy. D. Brannigan SECONDED the motion and the Board APPROVED. L. Sanford MOVED to approve the amended Local History Room Display Policy. D. Brannigan SECONDED the motion and the Board APPROVED. C. Gouveia will email the revised policies to all Board members.

Executive Session: At 8:43 L. Cenci MOVED to go into Executive Session to discuss a personnel issue. L. Gardner SECONDED the Motion and the Board APPROVED. L. Cenci Moved that C. Gouveia stay for this discussion. S. Rochette SECONDED and the motion was CARRIED.

At 8:58 L. Cenci moved to come out of executive session. D. Brannigan SECONDED the motion and the Board AGGREED.

Adjournment: At 9:03 PM. L. Cenci MOVED to adjourn L. Gardner SECONDED; the Board APPROVED. The meeting ADJOURNED.

Bill signers for December are L. Cenci and M. Marone. Please come around 6:30.

The next Board meeting is on 15 December 2015 at 7 p.m.