

SEYMOUR LIBRARY
Minutes of the Board Meeting Held on
20 October 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

Absent: S. Rochette

Guest(s): Katherine Kristansen, Village Liaison

Call to Order:

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

Approval of Previous Minutes:

S. Bakshi MOVED to approve the **9-15-15** minutes as presented. D. Brannigan SECONDED the motion and the motion was CARRIED.

Director's Report:

C. Gouveia shared some highlights from his monthly report. He indicated that the Library Board might be interested in signing up for a NYLA Institutional Membership. That membership should mean the board and library staff could get event discounts and free webinars. The specifics of this membership are not fully developed but the cost is expected to be approximately \$212 which would be a significant savings when compared with individual memberships. Once everything is finalized about NYLA Institutional Membership C. Gouveia will bring this matter back to the Board for further discussion.

C. Gouveia is on the MCLS Catalog revision committee.

Linda Hall and Victor Rojas will be donating a tree to the Library. They will be planning this donation in concert with Salmon Creek Nursery.

C. Gouveia was a table captain at the Western Monroe Historical Society's 50th Anniversary Celebration Dinner.

Seymour Library now has fiber optics all the way to the server room. The fiber optic line came down East Avenue.

The Library has received the \$20,000 check from Senator Ortt and a \$15,000 from Senator Robach these funds will be used for furniture and equipment in the Local History Room. This has been deposited in our account.

C. Gouveia has asked Sally Snow from MCLS to do a training workshop for the expected two new Board members, at 6pm, just before the regularly scheduled Library Board meeting on 1/19/16. Existing Board members would be welcome to attend. C. Gouveia will let the Board know as soon as this meeting is confirmed.

President's Report:

L. Cenci expressed pleasure at how active C. Gouveia has become in the local community.

Financials:

M. Marone requested more information about the \$5,100 bill from EFP Rotenberg LLP for accounting services. This is for services regarding the close out and reports for 2014. This bill is \$100 higher than last year and we actually expected the bill to be the same as last year. However this is a relatively small increase and does include a \$1,000 discount. We have used EFP Rotenberg LLP for many years. It is good accounting practice to change accountants every five years or so. It is time to change accountants. The Board is planning to do this for the fiscal year beginning 1/1/2015.

Some of the cost associated with the bills from AAA Sound and Tri-Delta were associated with the Local History Room and paid for from the Ortt and Robach grant monies.

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

A CD came due on October 18, 2015. M. Marone reported splitting these funds. \$100,000 was reinvested in another CD at Citizens. The remaining \$110,000 was put in checking to help pay off the Local History Room and pay for the needed replacement of the air conditioning system.

Bill signers for November are S. Bakshi and D. Brannigan. Please come around 6:30 p.m.

The Shaffer Trust currently has \$3,565.32. M. Marone again suggested that we probably want to withdraw this money and use it for the Local History Room. The Board felt this would be a good idea. Katherine Kristansen, Village Liaison recommended that M. Marone contact the Village of Brockport about exactly what needed to be done to request this money. K. Kristansen also expressed willingness to make a motion at a Village Board meeting to request these funds if such a request is necessary.

Old Business:

Operational Committee:

Air Conditioners: Chatfield Engineering will be subcontracting the writing of the specifications for our air conditioner replacement job. We hope to have these specifications before the end of October so we can let this out to bid as soon as possible. Chatfield Engineering will be handling the bidding process. Our hope is to have all work completed before the start of the cooling season or around May 1, 2106. Our plan right now is to replace only the broken air conditioning unit but the other unit is rusting out. (It will hopefully last another couple of years.) L. Cenci asked if we should think about replacing both units at the same time. Are there some economies of scale? M. Marone and C. Gouveia will ask Chatfield Engineering about this possibility.

Financial: Nothing to report.

Strategic Management and Planning Committees: Nothing to report.

Friends: The new by-laws were passed at the **9/21/15** Friends meeting. The Friends have about \$20,000 in their account. The October book sale raised about \$1,765. This is slightly less than usual. This slight reduction is believed to be due to the absence of professional buyers who did not come this year. C. Daily's teen volunteers helped to clear out the room after the book sale. The left over books went to Goodwill, the prison library and Oak Orchard. The next book sale will be April 13-16, 2016.

The Friends are also thinking about doing a fabric, yarn and sewing notion exchange to raise some additional funds. S. Hullfish has expressed willingness to manage this process.

History Room update: M. Marone shared the latest information about the History Room expenses. We still have few things on our punch list including problems with the install of the lightning rods, the gate and a few other items. M. Marone suggested that we delay final payment until all these items are completed to our satisfaction. We remain pleased with the work of Whitney East.

Grants: Nothing to report.

Tri-Municipal Agreement: Nothing to report.

New Business:

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. We will be voting on this slate of officers at the November meeting.

The Village of Brockport and the Town of Clarkson both appear to be making progress in finding the two needed replacement Board members.

L. Cenci asked if Library staff would be interested in attending Library Board meetings (maybe one per year) just to see how things are done. C. Gouveia thought this would be a good idea.

S. Bakshi asked about how the programming budget is handled. C. Gouveia indicated that each program area children, teens and adults got a certain amount of money and they would spread it out over the year. Programmers evaluate how successful the programs are and will cancel programs if necessary. Programming funds are part of the contractual expenses line item of the budget.

After Hours: All Board members were urged to get their After Hours tickets. They are going fast.

Executive Session: none

Adjournment: At 8:43 PM. L. Sanford MOVED to adjourn M. Marone SECONDED; the Board APPROVED. The meeting ADJOURNED.

Bill signers for November are S. Bakshi and D. Brannigan. Please come around 6:30.

The next Board meeting is on 17 November 2015 at 7 p.m.