

SEYMOUR LIBRARY
Minutes of the Board Meeting Held on
15 September 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, S. Rochette

Absent: C. Wilcox

Guest(s): Katherine Kristansen, Village Liaison

Call to Order:

The meeting was called to order at 7:00 p.m.

Approval of Previous Minutes:

The **6-16-15** minutes have been corrected and are now posted on the Library website. L. Cenci MOVED to approve the **8-18-15** minutes with corrections. L. Sanford SECONDED the motion and it was CARRIED.

Director's Report:

The Library continues to be very busy. The August 2015 door count was up by almost 2000 people when compared with August 2014. C. Gouveia shared some highlights from his monthly report. One of our new outdoor LEDs that was malfunctioning has been replaced. The possibility of more interior LED lighting is being investigated. As the result of a patron comment, C. Gouveia asked Salmon Creek Nursery to spray when the library is not in use. Salmon Creek Nursery will try to do that.

There was discussion of the state audits of the Libraries at Fairport and Brighton. Right now the state is primarily looking at larger libraries. We have made some changes based on concerns identified by past audits of local libraries including a new cash register that allows us to track fee collection etc. by individual library personnel. There are concerns that some of the separation of responsibilities that are being asked of the larger libraries will be difficult to implement with our smaller staff.

We will need to upgrade our credit card reader to handle the new credit cards with chips. The cost of this upgrade is uncertain. If we do not update the reader, the credit card companies will make the Library responsible for any fraudulent charges.

Requests for Board Action:

S. Bakshi MOVED to approve the revised Display Case Procedures. D. Brannigan SECONDED the motion and the motion PASSED. This policy is for the general library display cases not the local History Room cases.

President's Report:

L. Cenci shared a note of Kudos that she received regarding C. Gouveia. Congratulations are in order!

Financials:

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

A CD is coming due on October. The current plan is for these funds to be used for the Local History Room pending Board approval.

Bill signers for OCTOBER are L. Cenci and W. Borowiec. Please come around 6:30 p.m.

The funds from the Brown Trust are coming in regularly to the Library. M. Marone has been unable to get information on the amount of money in the Shaffer Trust. She will continue to check with the Village of Brockport on this. She anticipates that we may have around \$3,000 in this account. M. Marone suggested that we probably want to withdraw this money and use it for the Local History Room.

Old Business:

Operational Committee:

Air Conditioners: Unit #1 of the air conditioning system is still on the fritz. M. Marone contacted some HVAC firms about getting bids. When she and C. Gouveia reviewed these bids there was a great deal of conflicting information. We will need some assistance. J. P. at Chatfield Engineering does not feel comfortable writing the specifications for this air conditioner job. They will suggest some people who can write specifications for us. We want to get this process started as soon as possible so that we can figure out what is actually needed so that all work will be done before the next cooling season.

Thanks to the Town of Clarkson. The holes in the parking lot have been repaired!

Financial: The library met with the 3 municipalities to present the 2016 budget. The municipalities were shown 3 budget alternatives one with the cost share based on the 2000 census, one reflecting 2010 census numbers and one with a gradual phase in of 2010 numbers. Brockport and Sweden want to switch to the 2010 numbers. Clarkson appears willing to make

this change, as well, even though it will result in a significant increase in their cost share. (Clarkson has seen a significant increase in population.)

Strategic Management and Planning Committees: Nothing to report.

Friends: The Friends will have a meeting at 6:30 on 9/21/15. At that meeting they will be voting on their new by-laws. The Friends also have a book sale coming up in October (10/14-10/17).

Nominating Committee: The committee welcomes self nominations for 2016 officers. Two officers are leaving in December M. Marone, from Clarkson, Treasurer and Lynne Gardner, from Brockport, Secretary. The remaining Board members should think about taking on these positions. The departure of these Board members also means that we need to look for two new members. The new treasurer will need an appointment letter from the Board to take to the banks in order to change authorizing signatures.

Grants: We get our final \$17,000 from the state once the Local History room is finished. We are applying for a rebate to help pay for the new boiler. Senator Ortt will come to the Library on 9/22/15 at 10am to present us with a check for our \$20,000 grant for equipment in the Local History Room. Senator Ortt will be presenting checks to the Ogden Library and the Spencerport Depot at the same time.

History Room update: The construction is just about done. We are still waiting on gutters, a gate and a few other things. M. Marone shared the latest History Room expense numbers. We remain pleased with the work of Whitney East. M. Marone noted that N.Y. State is urging all state and local governments to use women and minority contractors whenever possible.

New Business:

There was discussion of the draft addendum to the **Library's Tri-Municipal Agreement**. (2) Subsection 7 (a): It was noted that we should clarify whether the Treasurer is a municipal official or a Board member elected by the Board (as per the Board by-laws). The Bookkeeper is a Library employee. We have an independent accountant who does an annual review, prepares our 990 and all relevant parts of our state library report. Actual audits are quite expensive. There was discussion about how often this should be done (every 5 years?).

(2) Subsection 8(a) Operating Budget 1. Some wording should be included in here about consideration of special circumstances that might necessitate requesting monies above the tax cap.

Subsection 8(a) Operating Budget 3. C. Gouveia will talk to folks at MCLS about the need for a 5 years fiscal plan. Is this standard procedure? How is this done?

(4) Liaisons (a). It should be clearly stated that any Municipality library liaison should be a trustee or council person of the municipality.

(4) Liaisons (b). This should include some wording that all information discussed/received in Executive Session is to be treated as confidential.

(5) In-Kind Services. There should be some recognition of the fact that all Library employees are, for Civil Service purposes, considered Village employees. We have our own handbook, calendar and work hours but things like health benefits go through the Village. Provision of these services takes time on the Village's part.

L. Cenci will continue to work on this draft addendum.

After Hours: All Board members were urged to contribute \$8 toward the Board's fundraiser basket that is to be auctioned off at After Hours. Please bring your contribution to the next Board meeting.

Executive Session: none

Adjournment: At 8:40 PM. M. Marone MOVED to adjourn L. Sanford SECONDED; the Board APPROVED. The meeting ADJOURNED.

Bill signers for September are L. Cenci and W. Borowiec. Please come around 6:30.

The next Board meeting is on 20 October 2015 at 7 p.m.