

SEYMOUR LIBRARY BOARD OF TRUSTEES APPROVED MINUTES

DATE: August 16, 2016

Call to Order

The regular meeting of the Seymour Library Board of Trustees was called to order at 6:37 on 08/16/2016 by Board President LuAnne Cenci.

Attendance

Present: Walter Borowiec, David Brannigan, LuAnne Cenci, Brigitte Duschen, Taysie Pennington, Scott Rochette, Linda Sanford, and Carl Gouveia (Director)

Absent: SriRam Bakshi,

Guests: Kathy Kristansen, Jackie Smith, Barb Biljan

Public Comments: None

Budget Presentation

The Director first highlighted some of the negative trends affecting the revenue side of the ledger like decreasing book withdrawals and the cessation of overdue fines; however, a 0.68% increase, will be presented to the municipalities. While the contributions for Brockport and Sweden decreased, the contribution for Clarkson increased due to population growth. On the expenditure side, increases in hourly wages and benefits boosted the projected total expenditure for 2017. Due to investments in energy saving LEDs and new HVAC systems energy costs on the Contractual Budget Worksheet are projected to decrease.

L. Sanford made a motion to approve the Budget as presented. S. Rochette seconded and the motion passed.

Approval of Minutes

After review and with a motion from D. Brannigan, seconded by L. Cenci approval of the June 21, 2016 minutes was unanimously approved. After review and with a motion from D. Brannigan, seconded by S. Rochette approval of the July 19, 2016 minutes was unanimously approved.

Approval of Bills and Treasurer's Report

After review, and with a motion from S. Rochette, seconded by L. Sanford the Treasurer's Report and payment of bills were unanimously approved. Signing for September will be B. Duschen and D. Brannigan.

Director's Report

- C. Gouveia presented his monthly written report outlining various activities and commented on:
 - A request by the Village for an easement to facilitate a sewage line to cross the north end of the Seymour Library property
 - The status of the new air conditioning units and the impact of the older air handlers on the efficiency of the units. He has had B. Albone replace a belt on AHU#2 and this has led to cooling in the meeting rooms
 - Three bids have been received for a restroom water heater

Board Action Requested

- Motion 1: A motion to change the summer Saturday hours to 10am to 1 pm starting the summer of 2017 was made by S. Rochette and seconded by D. Brannigan. The motion was unanimously approved.

President's Report – no report

Old Business

Standing Committee Updates

Financial

- L. Cenci and L. Sanford reviewed the bills. W. Borowiec moved approval of the review, and D. Brannigan seconded. The motion carried.
- L. Cenci moved the Brown Trust from First Niagara to the Citizens capital account. 30K remains in that account
- B. Duschen is now a signatory on the 5 Star account
- B. Duschen and D. Brannigan will be bill reviewers on September 20th,

Gifts, Fundraising and Grants

- B. Biljan, N. Burch, C. Daily, and C. Gouveia submitted information for Best Buy Community Grant for Technology to J. O'Connell Grant Writers
- Senator Ortt has notified the Seymour Library that he secured \$10,000 dollars to be spent on education/technology which should pass through the Monroe County Library System to the library in October

Nominating – no report

Operational

The new HVAC units have a 1 year warranty.

Replacement door will cost \$1400 bids are being solicited for the door and for cost of installation.

Policies

- Policy 100-1 **American Library Association Library Bill of Rights** L. Sanford moved that it be reaffirmed. L. Cenci seconded and motion passed
- Policy 200-1 **Public Library Trustee Ethics Statement** L. Sanford moved that it be approved. L. Cenci seconded and motion passed
- Policy 200-4 **Library Director Succession Policy** L. Sanford moved that it be approved. L. Cenci seconded and motion passed
- Policy 300-2 **Posting Library Job Announcement Procedure** L. Sanford moved that it be approved with revisions. L. Cenci seconded and motion passed
- Policy 400-5 **Emergency Closing Policy** L. Sanford moved that it be approved with revisions. L. Cenci seconded and motion passed
- Policy 400-6 **Facsimile Policy** L. Sanford moved that it be approved with revisions. L. Cenci seconded and motion passed
- Policy 400-12 **Local History Room Computer Use Policy** L. Sanford moved that it be deleted. L. Cenci seconded and motion passed

Power Agreement with Village: The opt-out provision (paragraph 16) was discussed and K. Kristansen indicated that the Library attorney and the attorneys for the Village and the Fire District

are meeting to clarify the terms of a op-out provision. Brad Kelley of Larsen Engineering will be a party to the deliberations. Paragraphs 15 seemed to conflict with paragraph 16 and the two paragraphs should be reconciled

Tri-municipalities Community Library Joint Operating Agreement (draft) prepared by the Policies Committee was handed out and will be discussed at the next meeting

Personnel – no report

Strategic Planning / Management – no report

Friends – no report

Ad Hoc Committee Updates

Bylaw Review and Update: Section IV O revised to exclude only those municipal officials who have voting rights on municipal budgets. D. Brannigan moved the exclusion proviso and S. Rochette seconded. The motion carried.

New Business

none

At 8:52 C. Wilcox made motion to go into Executive Session to discuss a personnel matter. L. Cenci seconded the motion and it was unanimously approved.

At 9:04, S. Rochette made a motion to go out of Executive Session; B.Duschen seconded and the motion was unanimously approved. Immediately thereafter, W. Borowiec moved for adjournment.

Submitted by David Brannigan