

SEYMOUR LIBRARY
Approved Minutes of the Board Meeting Held on
23 February 2016

Roll Call and Attendance:

Present: C. Gouveia (Director), D. Brannigan, L. Cenci (President), B.Duschen, ,S. Rochette, L.Sanford

Absent: C. Wilcox, T. Pennington; W. Borowiec , **Medical Leave:** S. Bakshi,

Guest(s): Katherine Kristansen, Village Liaison, and Krista Matthews, Library Clerk

Call to Order:

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

Approval of Previous Minutes:

L. Sanford MOVED to approve the 1-19-2016 minutes as presented. L. Cenci SECONDED and the MOTION was APPROVED.

Director's Report:

Nothing in addition to the submitted report was presented.

Requests for Board Action:

L.Cenci MOVED that a library closing on March 9th be approved so that a telephone pole in front of the library can be replaced. L.Sanford SECONDED and the motion was APPROVED.

President's Report:

Numerous items will be presented as New Business.

Financials:

Bills: S.Rochette and D. Brannigan found three problems (minor) in the BILLS PAID summary and C. Gouveia suggested that approval of the bills should be deferred until the bookkeeper checks the items in question. L. Cenci MOVED to approve and pay the bills as reviewed and presented excluding the three bills in question. L. Sanford SECONDED the motion and the motion was APPROVED

CDs: L. Cenci has consolidated Capital Improvements funds in the Citizen account. The Niagara/Five Star account will then function as the Brown Trust and Building fund checking account.

Volunteers to sign bills in March: L. Cenci and L. Sanford volunteered

Old Business:

Operational Committee: L. Cenci indicated that Pipitone has made measurements for the air conditioning condenser units and the end of March is a tentative installation target date. The two units will be paid from the 100K CD .

Strategic Planning Committee: L.Cenci, and S. Rochette, as a result of their attendance at the January 9th MCLS 5-Year Plan Focus Group, asked the Committee to add Marketing as part of the Committee's goal setting for 2016.

Grant Updates: Costs for repaving the parking lot have yielded 10K bids and our legislators have been approached about funding for this project. .The book scanner funded by Senators Ortt and Robach has been installed and is a state of the art piece of equipment for historians.

New Business

Suggested revisions to BOARD MINUTES should be submitted by the week following their distribution so Board time will not be consumed by corrections.

The need for a Treasurer was again emphasized,

Staff meetings for full-time staff should occur at least three time per year and library goals should be posted.

The 2011 By Laws should be reviewed and revised. Role for legal counsel, for example, has shown to be necessary and therefore a mechanism for implementation should be detailed. To facilitate this end a new Policy and Bylaws Committee should be established.

Wills: L. Cenci undertook a review of the wills and trusts and turned over the documents to C. Gouveia. C.Gouveia discovered a Fidelity Fund Certificate issued by the Platt Trust and a will for the Platt estate. There is no mention of the Seymour library in the will; however page 5 of the will is missing. L. Cenci MOVED that she be approved to purchase for \$15 the missing page. S.Rochette SECONDED and the motion was APPROVED. Currently the Brown Trust yields \$15 per month for the Foundation. The Trust also has several items such as the Brown Travel Collection. Also a signed first edition of *THE CATCHER IN THE RYE* , a gift from the Sentiff estate, could be sold as well as select items in the Brown Travel Collection.

Adjournment: At 8:40 p.m. L. Cenci MOVED to adjourn L. Sanford SECONDED; the Board APPROVED. The meeting ADJOURNED.

The next Board meeting is on March 15, 2016 at 7 p.m.