

Seymour Library Board of Trustees – Approved Minutes

Meeting Held on 21 June 2016

Minutes

Call to Order

The regular meeting of the Seymour Library Board of Trustees was called to order at 7:00pm on May 17, 2016 by Board President LuAnne Cenci.

Attendance

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

Absent: Sri Ram Bakshi (Medical Leave). Taysie Pennington, Christopher Wilcox

Public Comments

None.

Approval of Minutes of May 17, 2016

After review, and with a motion from D.Brannigan, seconded by S. Rochette the minutes of the May 17, 2016 meeting were unanimously approved.

Approval of Bills and Treasurer's Report

After review, and with a motion from B. Duschen, seconded by L. Sanford the payment of bills was unanimously approved.

Bill Signers for July 19, 2016: L. Cenci and L. Sanford

Director's Report

The new air conditioning units had been installed by Pipitone but there had been a two week delay in activating the units.

Vandal guard kits – Manufactured by Modular Comfort Systems and will be installed by Pipitone.

Tankless Hot Water Heater several plumbers have been in to look at the bathroom and proposals should soon be available

Telephone service will begin with Time Warner.

Board Action Requested By The Director

- L. Cenci moved that the purchase and installation purchase of Modular Comfort Systems Vandal Guards by Pipitone for a total of \$3619.97 be approved. S.Rochette seconded and the motion was approved unanimously.
- L.Cenci moved that Shawna McElhenny be appointed as Library Clerk Circulation, Part Time at \$10.25/hr. L. Sanford seconded and the motion was approved unanimously.
- L.Cenci moved that Jacob Rogers be appointed as Library Page, Part Time at \$9.00/hr. L. Sanford seconded and the motion was approved unanimously.
- L.Cenci moved that the resignation of Ella Sommer, Library Clerk, Circulation be accepted. L. Sanford seconded and the motion was approved unanimously.
- L.Cenci moved that the resignation of Deborah Brague, Library Page, be accepted. L. Sanford seconded and the motion was approved unanimously.

President's Report

Congratulations to our Director for his election as VP for the Brockport Kiwanis and continuing the Library's involvement in the community.

While waiting for the parking lot resurfacing to begin, safety striping to demarcate crosswalk and handicap sites should be done. L.Cenci asked whether Board members could undertake this task and all agreed.

Old Business

Standing Committee Updates

Financial: The Committee will meet in late July. The members are S. Bakshi, D. Brannigan, B. Duschen, L.Cenci, N. Powell and the Director

Nominating: no report

Operational: no report

Personnel: no report

Strategic Planning / Management: no report

After Hours: Planning began for the After Hours fund raising which will be held on Saturday, 19 November 2016.

Friends: The fall book sale is scheduled for October 12th. The Fabric and Yarn sale was well attended and \$957.00 was raised. In response to the membership drive, there were 67 responses

Ad Hoc Committee Updates:

Bylaw Review: Seven additional amendments from the original amendments recommended by S. Bakshi (keyed to the June15th revision) remain to be voted on.

- Amendment 1 (p1) L. Cenci moved that the amendment be struck. L Sanford seconded. The motion to strike inclusion of Vision and Mission statements carried.
- Amendment 2 (p5) L. Cenci moved that a longer length of input time be struck. S. Rochette seconded. Motion carried to strike the longer length of input time.
- Amendment 3 (p6) L. Cenci moved that the phrase “prepared by the Library Director” be inserted after “annual budget”. W. Boroweic seconded and the motion carried.
- Amendment 4 (p7) L.Cenci moved that the subsection to: “In the beginning of the year, each standing committee shall develop a plan of action to fulfill their functions, prepare a calendar of activities, and provide copies of relevant documents to the Board members .Each Committee shall keep a record of its meetings, deliberations and activities and provide a copy of such records to the Vice President for inclusion in the permanent Library records” be struck. W. Boroweic seconded and the amendment passed.
- Amendment 5 (p8) L.Cenci moved to amend section VII.A.5.a.ii. to specify that the plans the Strategic Management Committee will be responsible for devising are the Long Range Plan and the Strategic Management Plan. L. Sanford seconded and the motion carried.
- L. Cenci moved that Amendments 6 and 7 (p11) and all material pertaining to a revision of a Director Succession plan given to the Policy and Procedures Committee. L. Sanford seconded and the motion carried.

New Business

Municipalities and Library Agreement: Our attorney, Dennis Annechino, will write an agreement document so that there will be a clear set of rules.

Executive Session: none

Adjournment

Meeting was adjourned at 8:40 pm by L.Cenci

Minutes submitted by: D.Brannigan, Secretary