

Seymour Library Board of Trustees Approved Minutes

Date: May 17, 2016

Call to Order

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

Attendance

Present: Walter Borowiec, David Brannigan, LuAnne Cenci, Brigitte Duschon, Scott Rochette, Linda Sanford, Christopher Wilcox and Carl Gouveia (Director)

Absent: SriRam Bakshi (Medical Leave). Taysie Pennington

Guests: Patricia Hayles, C.P.A.; Village Liaison, Katherine Kristansen; Nancy Powell, Seymour Library bookkeeper

Public Comments:

None

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Approval of Minutes

After review, and with a motion from D.Brannigan, seconded by S. Rochette the minutes of the April 19, 2016 meeting were unanimously approved.

Approval of Bills and Treasurer's Report

After review, and with a motion from B. Duschon, seconded by L. Sanford the payment of bills was unanimously approved. L.Cenci then reported that the new air conditioners will necessitate the sale of a remaining 100K CD

Director's Report

The new air conditioning units have been installed although concern about all the unshielded copper piping is being addressed.

The roof leak has been traced to the bathroom ceiling hot water tank and C. Wilcox suggested that a tankless unit should be considered.

The director is continuing his commendable community outreach activities and two full pages documenting these activities is available.

Board Action Requested: A motion to approve installation of vending machine power saving sensor controls

Motion: L. Cenci moved that the Vending Machine Proposal be approved. S.Rochette seconded and the motion was approved.

President's Report

Correspondence: The Seymour Library Foundation reported that the legal work establishing the Foundation as a 501(c) organization has been completed and a donation to improve the lighting in the main gallery has been received

A FOIL request for staff pay from Joan Hamlin on Park Avenue in the Village was received on May 4th and the Director sent the information to her.

Old Business

Standing Committee Updates

Financial: P. Hayles reviewed the 2015 Federal 990 form for Organizations Exempt From Income Tax that she prepared since taking over from our previous accountant, Bob Fox. The differences between this year's filing and the 2014 filing were chiefly due to the History room grants and construction costs. Finally she answered questions regarding audit requirements and she indicated that one should be undertaken. C. Gouveia indicated that a procedural audit is the recommended type of audit for municipal libraries.

L. Cenci moved that the position of Assistant treasurer be created. L. Sanford seconded and the motion carried. L. Cenci then appointed B. Duschen to the position. B. Duschen is now able to have her name added to the bank accounts

Nominating: nothing to report

Operation nothing to report

Personnel nothing to report:

Strategic Planning / Management: nothing to report

After Hours On May 27th planning began for the fall After Hours Fete .

Friends The fall book sale is scheduled for October 12th.

Foundation: L. Cenci reported that two Board members should be appointed to the Foundation and L. Cenci and L. Sanford have agreed to participate.

Ad Hoc Committee Updates:

Bylaw Review and Update

The By Laws Revisions Committee received extensive comments on the draft proposal and they will be discussed at the Committee's May 31st meeting

New Business

Municipalities and Library Agreement L. Cenci reported that the Village submitted suggestions for drafting a new Municipalities and Library Agreement but neither Sweden nor Clarkson has yet to respond. Our attorney, Dennis Annechino, has reviewed the Village's proposals and he will have a draft available by the beginning of June.

The parking lot restoration plan compiled by Brian Ingraham of the Town of Sweden Highway Department was discussed and L. Cenci moved that the project should be put out to bid for three private contractors and the three municipalities. L.Sanford seconded the motion and the Board agreed

Executive Session if necessary: At 8:40 pm C. Wilcox moved to go into an Executive Session to discuss a personnel item. L. Cenci seconded the motion and the Board agreed.

At 8:50 L. Cenci moved to come out of Executive Session L.Sanford Seconded and the motion was carried

Adjournment

Bill Signers for June 21st are W. Boroweic and C. Wilcox

Meeting was adjourned at 8:55 pm by L.Cenci

Minutes submitted by: D.Brannigan