

## SEYMOUR LIBRARY BOARD OF TRUSTEES APPROVED MINUTES

DATE: October 18, 2016

### Call to Order

The regular meeting of the Seymour Library Board of Trustees was called to order at 7:00 p.m. on 10/18/2016 by Board President LuAnne Cenci.

### Attendance

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

Absent: SriRam Bakshi

Guests: Kathy Kristansen

### Public Comments: None

**Executive Session:** S. Rochette moved that the Board go into Executive Session to discuss a personnel matter. L. Sanford seconded. After 20 minutes of discussion, L. Sanford moved to leave Executive Session S. Rochette seconded and the Board returned to Board business.

### Approval of Minutes

- **Special Meeting 08/30/2016:** A motion to accept the minutes from S. Rochette was seconded by L. Sanford and was then unanimously approved.
- **Regular Board Meeting 08/16/2016 Minutes:** C. Gouveia amended the minutes as follows: Attendance – C. Wilcox to read Chris Wilcox; Approval of Minutes, bullet added: “Special Meeting 08/30/16 minutes”; Director’s Report bullet #2 now should read: Another patron problem arose due to possible drinking in the Library. The Board is of the opinion that the Library should call 911 rather than having staff confront problematic patrons. Old Business Policy bullet #1 replace “further problems” with “more complications.” Bullet #3 should read- In light of the two recent disruptive patron events, the Patron Code of Conduct may be amended. L. Sanford moved the amended minutes S. Rochette seconded and the motion carried.

### Approval of Bills and Treasurer’s Report

After review, and with a motion from L. Sanford, seconded by S. Rochette the Treasurer’s Report and payment of bills were unanimously approved.

### Director’s Report

- C. Gouveia presented his monthly written report outlining various activities and commented on:
  - Outside air damper for AHU#2 is still not operating correctly. L. Cenci again asked the Board if she should look into replacing the control system. The consensus was that she should. Dissatisfaction with the current engineer’s role in this continuing problem was voiced.
  - Quotes for replacement doors for the two staff access points have been solicited.
  - System-wide barring policy notices should be delivered by MC Sheriffs.

**Board Action Requested**

N/A

**President's Report – no report**

**Old Business**

Standing Committee Updates

**Financial**

Bill Signers for November 15<sup>th</sup> will be L. Cenci and L. Sanford.

Vice President will have the added duty of Assistant Treasurer

B. Duschen reported that the interest from the Seymour Trust will be rolled over into the checking account.

D. Brannigan moved for approval to pay the current bills S. Rochette seconded and the motion was approved

**Nominating** – D. Brannigan's term ends in December and he will need to be replaced since he will not be able to serve another terms. W. Borowiec indicated that the President, Vice-President and Treasured have agreed to serve for 2017 and a Sweden successor for D. Brannigan will need to be approved.

**Operational** –L. Cenci: The Tri-municipalities Agreement will be discussed at the November 15<sup>th</sup> meeting

**Policies**

- A motion to accept the updated 400-8 Gifts to the Library was approved as amended
- A motion to accept the updated 400-9 Incident Report was approved
- A motion to accept the updated 400-14 Code of Conduct was approved as amended

**Personnel**

L. Sanford moved to accept staff raises for 2017 (see table below) D. Brannigan seconded and after discussion the Board approved the raise recommendations

**Strategic Planning / Management – no report**

**Friends**

The After Hours Committee is in planning mode for the November 19<sup>th</sup> fete.

The Friends books sale raised \$2161.09. Lynn Gardner was elected chair.

The Friends will host an appreciation breakfast for the helpers who made the book sale a success

The spring book sale will be held in April of 2017

**Ad Hoc Committee Updates- no report**

**New Business**

The Fire Department has approved the amended the Solar Power Participation Agreement so approval seems imminent.

The By-Laws review is ongoing and we will be updated at the November 15<sup>th</sup> Board meeting

**Staff Salary Increases**

Name	Inc.
Burch, Natalie	\$0.82
Daily, Chris	\$0.64
DeVuyst, Abby	\$0.82
Gouveia, Carl	\$0.27
<b>Part-time</b>	
Biljan, Barb	\$0.90
Beabout, Leigh	\$1.03
Lester-Bacot, Ceola	\$1.03
Lowden, Kim	\$1.03
Matthews, Krista	\$1.08
McElhenny, ShawnaAnn	\$1.03
Waldow, Jeannine	\$0.89
Gira, Mary	\$0.88
Powell, Nancy	\$0.72

<b>Library Pages</b>	
Allen, Lindsay	\$0.70
Graves, Rebecca	\$0.70
Roger, Jacob	\$0.70
Singh, Neil	\$0.70
<b>Substitute Librarians</b>	
Duff, Karen	\$0.74
Mancuso, Donna	\$0.74
Negus, Linda	\$0.74
<b>Custodian</b>	
Baker, Richard	\$0.70

Submitted by David Brannigan