

Seymour Library Board of Trustees Minutes

Date: 19 April 2017

Call to Order

The regular meeting of the Seymour Library Board of Trustees Minutes was called to order at 7:05 pm on 19 April 2017 by Board President L. Cenci.

Attendance

Present: Walter Borowiec, LuAnne Cenci, Brigitte Duschen, David Newman, Scott Rochette, Linda Sanford, Christopher Wilcox, Meg Zimmer, and Carl Gouveia (Director)

Absent: Taysie Pennington

Guests: Ceola Bacot (Staff), Michelle Hofstra (Foundation), Kathy Kristansen (Village Liaison), Mary Rich (Sweden Liaison)

Public Comments:

None.

Correspondence:

None.

Approval of Minutes:

W. Borowiec made a motion (with L. Sanford seconding) to accept the minutes of the March 2017 meeting, pending a minor correction. The motion passed unanimously.

Director's Report

C. Gouveia presented his monthly written report outlining various activities and commented on:

1. Three quotes were requested for cleaning services, of which two were received. Both quotes were significantly higher than hiring a part-time cleaner, but each would provide supplies and deeper cleaning services. It was recommended that we hire a new part-time cleaner, and bring in a service on an intermittent basis (quarterly, perhaps) to provide a more thorough cleaning. A job notice will be posted for said part-time position.
2. On 14 April, the Kiwanis bookmark competition was completed, and awards were selected for three age brackets. There were a total of 70 entries.
3. The Library Annual Report was completed. Upon review, a motion was made by D. Newman (seconded by L. Cenci) to accept the Annual Report, and the motion passed unanimously.

President's Report

None.

Old Business

Standing Committee Updates

Financial

1. April Bill signers: C. Wilcox and B. Duschen.
2. May Bill signers: L. Cenci and L. Sanford.

There were issues raised with regard to financial matters:

1. We were charged \$124.95 by Complete Payroll for a CD-ROM. Per follow-up by C. Gouveia, it is a fee for a CD-ROM containing our 2016 payroll activity for our records.
2. The Library pays \$400 a year for the water in our sprinkler system.
3. RG&E charges a direct energy marketing fee for gas delivery.
4. The Keurig coffee machine is losing money, in spite of a \$1.00 per cup charge. It yields about \$60 per month. Staff members are allowed one free cup per shift. There was some discussion about its cost-effectiveness. At this time we believe it is worth keeping for the benefit of both patrons and staff, but we will revisit the matter in the future, perhaps investigating cheaper supply sources (e.g., Aldi).
5. We are now receiving monthly statements from the Shaffer Trust.

Approval of Bills and Treasurer's Report

After review, and with a motion from L. Sanford, seconded by D. Newman, the Treasurer's Report and payment of bills were unanimously approved.

Nominating

No report.

Facilities/Operational

Several plumbing issues arose and were addressed promptly. In addition, two large sections of aluminum fascia were torn off by strong winds on or around Easter Sunday, and were subsequently replaced. On a more serious note, one of the HVAC pumps was making noise. After inspection, it was determined that it cannot be refurbished, and will therefore need to be replaced.

Strategic Planning / Management

No report.

Marketing

No report.

Friends:

1. The Friends have \$21,812 in their account.
2. The Friends are supporting the Summer Reading Program (\$700).
3. The Friends will be holding another fabric and yarn sale on 10 June 2017.
4. The Spring Book Sale is scheduled for 26-29 April 2017.
5. Three new VIP passes have been added: Rochester Philharmonic Orchestra, New York Museum of Trains, and the Stone-Tolan House. Due to a remarkable lack of use and interest, the VIP pass for the Susan B. Anthony House will not be renewed.

Policy

No report. However, it has been suggested that this committee meet in the near future regarding Internet use and other policies that need attention.

New Business

The Seymour Library Annual Report was reviewed and unanimously approved (see previous comments).

The lighting plan is on hold for now. Two additional quotes were requested and are forthcoming.

Jennifer Hecker, an art professor from the College at Brockport, has been contacted to design a donor wall. She would like to meet with the Board during the first week of May regarding an idea for the wall.

Per discussion during last month's meeting regarding the 200th Anniversary of the Erie Canal, mule and lift bridge statues will be arriving at the library shortly.

A lengthy discussion of the tenuous financial scenario ensued. The following are the highlights:

1. For the past 5-6 years we have been deficit spending (via reserves). We have about \$250K in reserves. At times money needed to be transferred from capital to payroll. We are currently about \$80K in deficit. As of this writing, about \$75K needs to be added to balance 2017 budget. This will drain our reserves to less than \$100K. **Cuts will need to be made: staff hours, operating hours, services, etc. At the moment there is no plan to cut staff positions.**
2. Per capita spending at Seymour Library is \$23 (compared to NYS average of \$56)—lowest of any MCLS system.
3. Door count, programs, circulation, reference questions all exceed those of Parma and Ogden, which are comparable libraries.
4. Director C. Gouveia proposes a \$5K annual salary cut for himself.
5. While it is understood that in light of the current financial situation that cuts will potentially need to be made to staffing hours, operating hours, acquisitions, and programming, the Board is cognizant of the negative feedback loop that could arise: reduced services lead to fewer patrons, leading to further service reductions, etc.
6. The fact that Seymour Library is a self-contained building on a campus separate from local services lead to approximately \$150K in overhead. Other comparable libraries (e.g., Ogden and Parma) are less affected in this regard.
7. Benefits packages to full-time Seymour Library employees are reasonably economic and efficient, but future FT hires may be subject to reduced benefits packages.
8. Based on the population served by Seymour Library, New York State regulations require the library to be open at least 40 hours per week. Currently the library is open 57 hours per week during most of the year (55 hours per week during July and August).
9. Anecdotal evidence suggests that Wednesday and Thursday are the slow days of the week.
10. The Governor is pushing the concept of shared services. It is likely that villages and towns will be expected to increase their levels of shared services in the future. At present a workshop regarding this matter between the boards of Sweden and Brockport is scheduled for 26 April. Perhaps the Library Board should attend.
11. The creation of a separate library district is effectively impossible under the current governor, who has a history of vetoing them. While the next gubernatorial election is slated for 2018, there is no guarantee that a new governor will be (more) amenable to the concept of library districts.
12. Some discussion ensued regarding the presentation of our financial situation to the Village and Town boards: should we attend separate meetings with each board and ask to speak during said meetings, or ask for a meeting with just the supervisors and mayor?

13. Director C. Gouveia proposed the following:

- a. Reduction of library operating hours by 6-8 hours per week
- b. Commensurate reduction in staff hours
- c. Reduction in acquisitions of books and other materials
- d. Reduction of programming
- e. Reduction of director's salary by \$5K

These actions would reduce the amount needed to balance the 2017 budget from \$75K to \$12K.

Adjournment

At 8:45 pm, a motion was made by D. Newman to adjourn. The motion was seconded by W. Boroweic, and it was unanimously approved.

Next meeting: 17 May 2017, 7:00 pm.

Minutes respectfully submitted by S. Rochette.