

Seymour Library Board of Trustees Minutes

Date: 20 December 2017

Call to Order

The regular meeting of the Seymour Library Board of Trustees Minutes was called to order at 7:03 pm on 20 December 2017 by Board President L. Cenci.

Attendance

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

Absent: Taysie Pennington

Guests: Natalie Burch (staff), Kathy Kristansen (Brockport Liaison), Mary Rich (Sweden), Susan Smith (public)

Public Comments:

None.

Correspondence:

None.

Approval of Minutes:

D. Newman made a motion (with L. Sanford seconding) to accept the minutes of the November 2017 meeting. The motion passed unanimously.

Director's Report

C. Gouveia presented his monthly written report outlining various highlights. Among them:

1. C. Gouveia has been elected as the new chair of the MCLS System Services and Operations Committee (SSOC).
2. John Rombaut was recognized at the recent Volunteer Brunch as the Seymour Library Volunteer of the Year.
3. Librarian 1 canvas letters have been sent out to fill the outgoing Teen Services Librarian position, currently served by Chris Daily. Ms. Daily has not yet set an official retirement date, as she will help with the transition once the position has been filled. The Search Committee will include one member from each of the BRATS and TLS groups.

President's Report

C. Gouveia and L. Cenci recently met with Jerry Underwood, the supervisor-elect of Clarkson, to discuss a library-related matter (see New Business).

Old Business

Standing Committee Updates

Financial

1. December bill signers: B. Duschen and C. Wilcox
2. January bill signers: L. Sanford and M. Zimmer
3. Requests for Proposals were sent to three CPA firms to provide accounting services for the Library. Other names/firms were gathered as well.

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.

Nominating

No report.

Facilities/Operational

The security cameras are now operational.

Marketing

The committee met on 19 November 2017. Highlights included the following:

1. A College at Brockport marketing senior is drafting a survey of current patrons regarding library news and programs. She will receive college credit for her efforts. A future survey will focus on non-patrons.
2. Two grant opportunities offered (both with late January 2018 deadlines) were discussed. One is for a one-day library brand development workshop, while the other is for a 3-6 month period of assistance in drafting a communications plan. The latter would require matching funds from the Library, expected to be ~\$1,200. The Marketing Committee appeared to be split regarding which grant to apply, but further discussion among the full Board favored the communications plan.
3. D. Newman moved (with W. Borowiec seconding) to apply for the communications plan grant and commit up to a \$1,200 contribution. The motion passed unanimously.

Friends

No report.

Policies

See New Business.

Foundation

No report.

New Business

A discussion regarding the installation of a PA system was again entertained. An estimate of ~\$3,000 was obtained, and it is hoped that the Foundation and Friends would fund its purchase and installation. The PA system will not be linked to our existing (20-year-old) phone system. A local company was found to be able to service and maintain said phone system, which as of this writing still works. It was noted that those in the MCLS that have transitioned to voice over internet protocol (VOIP) have had problems. Further discussion focused on the need to have caller ID turned on/installed, as the staff have been receiving prank calls of a puerile nature.

The library building and land are owned by the three municipalities. There will be a meeting between the Library and town/village leaders to discuss the matter further.

A security camera policy was introduced and discussed, and minor amendments were suggested. D. Newman moved (with L. Cenci seconding) to accept the security policy with the proposed changes. The motion passed unanimously.

A discussion of the Library's Ethernet cabling ensued. It has been noted that said cables degrade after about 10 years (ours are now 20+ years old), resulting in data loss and slower internet speeds. A new government program will currently cover 85% of the cost of replacing the cabling, but recent developments within the FCC raise concerns over this program's longevity. The Rochester Public Library (RPL) is investigating their system, and is willing to share inspection services with MCLS libraries that will commit to the recommendations of the inspector. D. Newman moved (with W. Borowiec seconding) to authorize Carl to join the RPL in the 'recabling' project. The motion passed unanimously.

Clarkson Supervisor-elect Jerry Underwood has pledged his 2018 salary (~\$20,000) to the Library. Two possible uses of the funds were discussed: the installation of an electronic sign (see previous Board minutes), and to extend the Library's operating hours (the cost of which is estimated to be a bit less than \$20,000). Numerous patrons have made their opinions abundantly clear regarding their dislike of the shortened hours. It was suggested that we could use the money to open the library one hour earlier every day. The problem with this approach is that it may not be sustainable past 2018. A campaign to increase public awareness and sustain extended hours will be investigated in 2018. W. Borowiec moved (with L. Cenci seconding) to increase the Library's operating hours in 2018. The motion passed 6-2, with L. Cenci and C. Wilcox opposing.

Adjournment

At 8:38 pm, a motion was made by D. Newman to adjourn. The motion was seconded by L. Cenci, and it was unanimously approved.

Next meeting: 17 January 2018, 7:00 pm.

Minutes respectfully submitted by S. Rochette.