

## **Seymour Library Board of Trustees Minutes**

Date: 15 February 2017

### **Call to Order**

The regular meeting of the Seymour Library Board of Trustees Minutes was called to order at 7:04 pm on 15 February 2017 by Board President L. Cenci.

### **Attendance**

Present: Walter Borowiec, LuAnne Cenci, Scott Rochette, Christopher Wilcox, Brigitte Duschon, Taysie Pennington, David Newman, Meg Zimmer, and Carl Gouveia (Director)

Absent: Linda Sanford

Guests: Jackie Smith (Clarkson liaison), Mary Rich (Sweden liaison), Kathy Kristiansen (Village Liaison)

### **Public Comments:**

None.

### **Correspondence:**

None.

### **Status of Liaisons:**

A brief discussion regarding the status of village/town liaisons was held. At the moment they are considered guests, and the Board discussed whether or not to reconsider their status: should they remain guests, be considered ex officio, or some other status. No decision has yet been made, and this matter will likely be discussed at future meetings.

### **Approval of Minutes:**

D. Newman made a motion (with W. Boroweic seconding) to accept the minutes of the December 2016 meeting. Passed unanimously.

W. Boroweic made a motion (with L. Cenci seconding) to accept the minutes of the January 2017 meeting with corrections. Passed unanimously.

### **Director's Report**

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

1. MCLS is subscribing to a new system-wide calendar program (LibCal).
2. Steven (sp?) Buckley donated \$2000 toward the purchase of adult and children's books, with the stipulation that said books be purchased from Lift Bridge Book Store.

3. The Curious George event was very well-attended. Sadly, one of his (very expensive) gloves went missing, and has not yet been located.
4. MCLS has introduced online borrower registration that will allow Monroe County residents to register for a library card online—these virtual cards can only be used to access databases and digital materials online. If patron want to borrow materials from a physical library, the patron must obtain a physical library card. This could affect Seymour Library statistics, as patron must stipulate her/his default library location.
5. Seymour Library circulation/program attendance statistics for January 2017 are up 5% compared to January 2016 (by comparison, MCLS stats are down by ~3%).
6. Library staff members will be ‘reinvited’ to attend Board meetings.

## **President’s Report**

No report.

## **Old Business**

### Standing Committee Updates

#### **Financial**

1. February Bill signers: C. Wilcox and L. Cenci.
2. We are investigating the possibility of increasing our quota for color copies, as we are regularly exceeding our limit.
3. Some discussion of donations was made. Unless stipulated, donations to the Library are directed toward the capital account, the operational account, or the Foundation.
4. The capital account (held by Citizens Bank) has ~\$15,000.
5. March Bill signers: L. Sanford and L. Cenci.

## **Approval of Bills and Treasurer’s Report**

After review, and with a motion from D. Newman, seconded by T. Pennington, the Treasurer’s Report and payment of bills were unanimously approved.

## **Municipal Agreement**

The Board has received comments from the Village of Brockport, and the Towns of Sweden and Clarkson. The Board's next step is to meet with Library counsel to address said comments.

## **Nominating**

No report.

## **Operational**

See Director's Report. New doors have been installed.

## **Strategic Planning / Management**

No report.

## **Friends:**

1. The Friends are looking to plan its book sales one year in advance to allow for better advertising.
2. New library cards will include a \$1.00 coupon to be applied to the standing book sale or the semi-annual sales.

## **New Business**

2017 committees were reviewed, and are comprised of the following (L. Cenci is a standing member of all committees):

- Facilities and Operations: T. Pennington, M. Zimmer, C. Wilcox, C. Gouveia (director), C. Daily (staff)
- Financial: B. Duschen (chair), D. Newman, L. Sanford, C. Gouveia (director), N. Powell (staff)
- Nominating: W. Boroweic (chair), C. Wilcox, M. Zimmer
- Personnel: L. Sanford (chair), W. Boroweic, S. Rochette, C. Gouveia (director)
- Policies: L. Sanford, T. Pennington, C. Wilcox, W. Boroweic (Brockport alternate), C. Gouveia (director)
- Marketing (new committee): D. Newman, W. Boroweic, T. Pennington, M. Zimmer

A Marketing committee has been formed. The Strategic Planning/Management committee has been dissolved.

The idea of an acquisitions committee was proposed, in order to address the 'reconsideration' of potentially controversial library materials. Policy allows for the formation of said committee; at the moment any issues are considered by a committee composed of two staff members and the director. Decisions may be appealed to the Board. Currently no policy/technology exists at the Library that restricts minors from checking out any library materials.

It has been suggested that Trustees regularly attend village/town board meetings to keep members aware of library matters and activities.

The Seymour Library Foundation will be holding a meeting on 16 February 2017.

An estimate for interior/exterior security cameras was requested from a local company. 13 cameras, installation, display, and storage will cost \$5,434.

C. Gouveia will prepare a new priority list for library repairs and renovations.

### **Adjournment**

At 8:28 pm, a motion was made by W. Boroweic to adjourn. The motion was seconded by L. Cenci, and it was unanimously approved.

Next meeting: 15 March 2017, 7:00 pm.

Minutes respectfully submitted by S. Rochette.