

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

Date: 19 July 2017

### **Call to Order**

The regular meeting of the Seymour Library Board of Trustees Minutes was called to order at 7:01 pm on 21 June 2017 by Board President L. Cenci.

### **Attendance**

Present: LuAnne Cenci, David Newman, Taysie Pennington, Scott Rochette, Linda Sanford, Christopher Wilcox, Meg Zimmer, and Carl Gouveia (Director)

Absent: Walter Borowiec, Brigitte Duschen

Guests: Kathy Kristansen (Village Liaison), Nancy Powell (staff), Mary Rich (Sweden Liaison)

### **Public Comments:**

None.

### **Correspondence:**

None.

### **Approval of Minutes:**

L. Sanford made a motion (with M. Zimmer seconding) to accept the minutes of the June 2017 meeting. The motion passed unanimously.

### **Director's Report**

C. Gouveia presented his monthly written report outlining various activities.

The following requests for board action were posed:

T. Pennington made a motion (seconded by C. Wilcox) to close the library at 3:00 pm 4 August 2017 for the Summer Reading Program Finale. The motion passed unanimously.

T. Pennington made a motion (seconded by L. Sanford) to accept the resignation of Kelsey Swarts as Laborer (Cleaner) effective 25 June 2017. The motion passed unanimously.

L. Sanford made a motion (seconded by T. Pennington) to approve the appointment of Courtney Liberte as Laborer (Cleaner) starting 29 June 2017 at \$9.70/hour. The motion passed unanimously.

T. Pennington made a motion (seconded by L. Cenci) to accept the resignation of Courtney Liberte as Laborer (Cleaner) effective 6 July 2017. The motion passed unanimously.

L. Sanford made a motion (seconded by L. Cenci) to approve the appointment of Debbie Cody as Laborer (Cleaner) starting 12 July 2017 at \$9.70/hour. The motion passed unanimously.

M. Zimmer made a motion (seconded by S. Rochette) to approve the appointment of Saraya Garlipp as Library Page starting 9 August 2017 at \$9.70/hour. The motion passed unanimously.

L. Sanford made a motion (seconded by L. Cenci) to accept the resignation of Library Page Jacob Rogers as of 23 August 2017. The motion passed unanimously.

## **President's Report**

L. Cenci reported that the Friends and Foundation have ordered 500 bumper stickers and 24 T-shirts at a cost of \$700 (split evenly by the two organizations). The ultimate avenue for selling the T-shirts was discussed at length, with the belief that said shirts will sell out quickly.

As of this writing, 17 parties have committed to creating chairs for the upcoming auction. It is hoped that 25 total chairs will be created. The chairs will be displayed by 31 August 2017, with the auction happening on 8 October 2017.

Artist Jennifer Hecker provided a design for a mixed-media donor wall, which is expected to be commissioned in 2018.

The Foundation is investigating the purchase and installation of an exterior electronic LED sign.

The Foundation has recently created a brochure.

## **Old Business**

Standing Committee Updates

### **Financial**

1. July Bill signers: L. Cenci and L. Sanford
2. August Bill signers: D. Newman and M. Zimmer

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

After review, and with a motion from T. Pennington, seconded by S. Rochette, the Treasurer's Report and payment of bills were unanimously approved.

### **Nominating**

No report.

### **Facilities/Operational**

High humidity issues have resurfaced. It was determined that the fans have been operating in reverse. Continuing problems will be investigated by the engineers.

Letters requesting financial support from State Senators Robert Ortt and Joe Robach were sent, with regard to three projects (HVAC controls, LED lighting, parking lot). A SAM grant of \$50,000 is forthcoming, but it will be about a year before funding is received.

Senator Robach has secured \$10,000 in technology/education grant money for the purchase of laptops and an additional router to expand the current computer network.

## **Marketing**

The committee met for the first time. The focus of the committee was determined to be this question: WHY do/should people care about the library? (Oftentimes the question is how or what.)

The Committee would like to develop a streamlined library mission statement.

RRLC/Causeway provide mini grants for marketing. The Committee intends to start the application process.

Next meeting: 31 July 2017, 10:00 am.

## **Friends**

No report.

## **Policies**

Much discussion of Narcan training and administration ensued. A potential training session will be held at the library on 11 August 2017 at 2:30 pm. All interested parties are encouraged to attend.

The first aid policy was discussed, and it was determined that it needs to be changed from its current form. As of this writing, all FT staff have had first aid training, including CPR and AED.

## **Foundation**

No report.

## **Municipal Agreement**

The Village of Brockport approved the Municipal Agreement by a vote of 3-2. No action has yet been taken by the towns of Clarkson and Sweden as of this writing.

## **New Business**

In light of continuing budget issues, a plan to reduce library hours was proposed, but library staff was not included in the discussion. They were understandably upset, and the Director polled them to determine the preferred path for reduction. By a very narrow margin, closing the library completely on Wednesdays was the most 'popular' choice, followed very closely by opening one hour later and closing one hour earlier Monday through Friday (i.e., M-T 11:00 am-8:00 pm, F 11:00 am-5:00 pm, Saturday hours remain as is). Each option provides logistical issues for both staff and patrons.

## **Executive Session**

At 8:34 pm, a motion was made by L. Sanford (seconded by L. Cenci) to move into Executive Session to discuss a personnel matter and library hour reduction.

At 8:50 pm, a motion was made by L. Sanford (seconded by L. Cenci) to move out of Executive Session.

A motion was made by D. Newman (seconded by L. Cenci) to set Director C. Gouveia's hours to 37.5 per week (up from 35 hours per week). The motion passed unanimously.

A motion was made by D. Newman (seconded by L. Cenci) to change the library's operating hours to 11:00 am to 8:00 pm Monday through Thursday, and 11:00 am to 5:00 pm Friday. The motion passed with one opposition.

A short discussion of reestablishing the lost hours ensued. The most obvious solution would be the establishment of a separate Library District, which at this point would likely be vetoed by the Governor.

## **Adjournment**

At 9:11 pm, a motion was made by L. Cenci to adjourn. The motion was seconded by S. Rochette, and it was unanimously approved.

Next meeting: 16 August 2017, 7:00 pm.

Minutes respectfully submitted by S. Rochette.