

Seymour Library Board of Trustees Minutes

Date: 22 March 2017

Call to Order

The regular meeting of the Seymour Library Board of Trustees Minutes was called to order at 7:05 pm on 22 March 2017 by Board President L. Cenci.

Attendance

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

Absent: David Newman

Guests: Kathy Kristansen (Village Liaison)

Public Comments:

None.

Correspondence:

None.

Approval of Minutes:

W. Borowiec made a motion (with S. Rochette seconding) to accept the minutes of the February 2017 meeting. Passed unanimously.

Director's Report

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

1. Advocacy Day in Albany was very successful. C. Gouveia met with several state legislators to urge increases in library funding, who are very supportive of such increases. The Senate is proposing a 4% increase over the previous year's funding, while the Assembly supports a flat budget (which restores the 4% cut proposed by Governor Cuomo).
2. It has come to our attention that another library in New York is pursuing the establishment of a library district.
3. The Curious George event raised \$100 for the library. It is suggested that we invite 'characters' that will help raise more money. On that note, Pete the Cat will be returning in the future.
4. New items have been added to the Giving Tree, and some have already been purchased.

5. There were several requests for board action, outlined below:
 - a. Request a motion to approve the appointment of Mary Ann Dannhauser as Librarian I, Substitute on February 22, 2017 at \$15.60/hr. (L. Sanford moved, B. Duschen seconded—passed unanimously.)
 - b. Request a motion to approve the appointment of Sarah Amorese as Librarian I, Substitute on February 27, 2017 at \$15.60/hr. (T. Pennington moved, L. Sanford seconded—passed unanimously.)
 - c. Request a motion to approve the appointment of Colleen Murray as Library Clerk-Circulation, Substitute on February 27, 2017 at \$10.70/hr. (S. Rochette moved, W. Borowiec seconded—passed unanimously.)
 - d. Request a motion to approve the appointment of Jayme Martek as Library Clerk-Circulation, Substitute on March 6, 2017 at \$10.70/hr. (L. Sanford moved, L. Cenci seconded—passed unanimously.)
 - e. Request a motion to accept the resignation of Richard Baker, Laborer (Cleaner), effective March 10, 2017. (B. Duschen moved, S. Rochette seconded—passed unanimously.)
 - f. Request a motion to approve a job description for Laborer—Cleaner. (C. Wilcox moved, L. Cenci seconded—passed unanimously.)
6. The Director and the Board will investigate the possibility of subcontracting the Cleaner position, with an eye toward reducing expenses.
7. Door count and circulation statistics are relatively flat (compared to February 2016), but reference questions and program attendance saw large increases.
8. The Brockport Community Museum is interested in setting up a replica lift bridge and a statue of Phoebe the Mule in the library or on the grounds during the period between 1 May and 12 July 2017, as part of the 200th anniversary of the Erie Canal. While the Board thinks these would be appropriate and well-received, concerns were raised regarding safety and potential vandalism if not supervised properly. A motion was made to allow the setup of these pieces, under certain conditions to be determined during the April 2017 meeting (T. Pennington moved, L. Cenci I seconded—passed unanimously).

President's Report

L. Cenci wrote an article for the Town of Sweden Newsletter, highlighting three library programs, one each for adults, teens, and children. She intends to write a similar letter for the Village Newsletter.

Old Business

Standing Committee Updates

Financial

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

Approval of Bills and Treasurer's Report

After review, and with a motion from S. Rochette, seconded by W. Borowiec, 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 main points of contention raised by the municipalities are the budget, shared services, and executive sessions. Some discussion also ensued regarding the acquisition of census data for determining municipal budget allocations, primarily with respect to responsibility of obtaining the data.

Nominating

No report.

Operational

A priority list of facilities upgrades/repairs has been compiled:

1. HVAC controls
2. Parking lot
3. Security cameras
4. Lighting replacement
5. Carpet/tile replacement
6. Outside LED sign

Strategic Planning / Management

No report.

Marketing

This committee plans to convene in May when D. Newman retires from his medical practice.

Friends:

1. The Friends have \$21,631 in their account.
2. The Friends are supporting Project Graduation (\$50) and the Children's Book Festival (\$250).
3. The Friends are interested in holding another fabric and yarn sale on 9-10 June 2017. The first sale in 2016 raised ~\$1000 in five hours.
4. The Spring Book Sale is scheduled for 26-29 April 2017.
5. The Friends are interested in contacting new residents to inform them about the library and its offerings. It was suggested that they consult ROCDOCS on the *Democrat and Chronicle* web site, which lists real estate transactions.

Policy

No report.

New Business

A lighting assessment was performed by National Grid. For a \$10,800 investment that would replace existing lighting with LED fixtures, the Library would recoup \$17,000 in savings. In order to take advantage of this program, we would need to act by 31 December 2017, and we would need to pay it in a lump sum (installments would not work in our case). It was suggested that the Foundation and the Friends could split the cost of the project. It was also suggested that the library contact Danforth Electric, which is performing a similar assessment for the Village. We will investigate this option in the interest of a potentially lower initial investment.

The solar farm is slated to be completed by the end of 2017.

The Marketing Committee will need funding to do its work.

Jennifer Hecker, an art professor from the College at Brockport, has been contacted to design a donor wall. If she is unable to do so, she will provide names for other artists. The Foundation would cover the costs of design, construction, and maintenance.

The Foundation has provided \$500 for employee recognition in the form of an upcoming lunch and T-shirts for the staff.

Adjournment

At 8:57 pm, a motion was made by L. Cenci to adjourn. The motion was seconded by S. Rochette, and it was unanimously approved.

Next meeting: 19 April 2017, 7:00 pm.

Minutes respectfully submitted by S. Rochette.