

Seymour Library Board of Trustees Minutes

Date: 20 September 2017

Call to Order

The regular meeting of the Seymour Library Board of Trustees Minutes was called to order at 7:00 pm on 20 September 2017 by Board President L. Cenci.

Attendance

Present: Walt Boroweic, LuAnne Cenci, Brigitte Duschen, Taysie Pennington, Scott Rochette, Linda Sanford, and Carl Gouveia (Director)

Absent: David Newman, Christopher Wilcox, Meg Zimmer

Guests: Barb Biljan (staff), 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 August 2017 meeting. The motion passed unanimously.

Director's Report

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

C. Gouveia spent a great deal of time in support of several community activities, including Clarkson Good Neighbor Day and Brockport Central School District's Opening Day.

A new calendar system (LibCal) has been implemented. Migrating to this software package should result in savings for the Friends.

Sean Kirby submitted the New York State Library Construction Grant for the study room project, and is also working on the NYS SAM Grant for LED lights, HVAC controls, and parking lot repairs.

The following requests for board action were posed:

T. Pennington made a motion (seconded by L. Cenci) to approve the job description for the Young Adult Services Librarian 1, in anticipation of Chris Daily's upcoming retirement. After much handwringing, the motion passed unanimously.

President's Report

L. Cenci reported that the electronic sign project is being tabled for the time being, due to uncertainty regarding placement.

The Foundation is investigating the purchase and installation of numerous security cameras in and around the library. A donation has been made for this purpose, and estimates are being sought. Obviously there will need to be policy drafted regarding this project.

Old Business

Standing Committee Updates

Financial

1. September bill signers: B. Duschen and L. Sanford
2. October bill signers: W. Borowiec and B. Duschen

Some discussion ensued about whether the Treasurer should be a permanent signer of the bills. No decision was reached, but should this come to pass the bylaws would need to be amended.

The Citizens CD comes up for renewal in mid-October. B. Duschen made a motion (with L. Cenci seconding) to renew the CD for \$25,000, and moving the surplus (~\$93) to the capital checking account.

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

No report.

Marketing

The committee proposed a tag line, which was amended by the present Board and Staff members to read as follows:

Do more. Read more. Be more @ Seymour.

The committee proposed a mission statement for themselves:

To educate the community about the library.

While the committee was tasked with drafting a mission statement for the library, it was decided that with the 2020-2024 Strategic Plan coming due in the near future, it would be better to revisit the mission statement revision as part of that project.

The committee is investigating local avenues in which to advertise library events, such as the Sweden/Clarkson Recreation Center Newsletter, Virtual Backpack, etc., and is asking for other suggestions.

Friends

The Friends Annual Meeting was held on 18 September 2017. The Friends has an account balance of \$23,271.09.

Policies

No report.

Foundation

The Chair auction will be held on 8 October 2017, 3-5 pm.

Executive Session

At 8:00 pm, L. Sanford moved (with L. Cenci seconding) to go into executive session to discuss personnel matters. At 8:15 pm, S. Rochette moved (with L. Cenci seconding) to come out of executive session.

New Business

L. Sanford moved (with L. Cenci seconding) to approve raises for the staff (excluding the Director) to proposed 2018 levels. The motion passed unanimously.

S. Rochette moved (with L. Sanford seconding) to increase Director C. Gouveia's workload to 40 hours per week. The motion passed unanimously.

L. Sanford moved (with L. Cenci seconding) to increase the amount of Director C. Gouveia's vacation time to five weeks. The motion passed unanimously.

Adjournment

At 8:26 pm, a motion was made by L. Sanford to adjourn. The motion was seconded by S. Rochette, and it was unanimously approved.

Next meeting: 18 October 2017, 7:00 pm.

Minutes respectfully submitted by S. Rochette.