

Seymour Library Board of Trustees Minutes

Date: 18 April 2018

Call to Order

The regular meeting of the Seymour Library Board of Trustees Minutes was called to order at 7:03 pm on 18 April 2018 by Board President T. Pennington.

Attendance

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

Absent: none

Guests: Kathy Kristansen (Village liaison), Mary Rich (Sweden liaison), Jackie Smith (Clarkson liaison), and Susan Smith (public)

Clarification on Board Meeting Procedures

President T. Pennington proposed changes to the meeting structure, including the following:

- Discussion outside of public comments to be restricted to Board members
- Liaisons to sit at a special section of the table
- Specific time to be set aside during New Business for liaison communication
- Public business matters raised during a meeting shall be addressed at the following month's meeting

Village liaison K. Kristansen raised concerns about limiting communications between Board members and liaisons. Board members also raised concerns, but it was ultimately decided that the Board should try this approach to test its effectiveness.

Public Comments

None.

Correspondence

None.

Approval of Minutes

D. Newman made a motion (with C. Wilcox seconding) to accept the minutes of the March 2018 meeting. The motion passed unanimously, with abstentions by W. Borowiec, L. Cenci, B. Duschen, and M. Zimmer.

L. Cenci made a motion (with L. Sanford seconding) to accept the minutes of the 1 March 2018 special meeting. The motion passed unanimously, with abstentions by W. Borowiec, D. Newman, T. Pennington, and C. Wilcox.

Director's Report

C. Gouveia presented his monthly written report outlining various highlights. A portion of said report is comprised of activity reports by various staff members. C. Gouveia proposed that the staff add photos to their reports.

President's Report

T. Pennington informed the Board that per Susan Smith the Community Engagement Town Hall Meeting scheduled for 25 April 2018 was cancelled. Ms. Smith expressed hope that the meeting can be rescheduled in Fall 2018.

T. Pennington shared a note from recently retired Teen Services Librarian Extraordinaire Chris Daily, thanking the organizers and attendees of her retirement party.

T. Pennington shared a note of compliments to the exemplary Library staff, which was forwarded from Town of Sweden Supervisor Kevin Johnson.

Old Business

Standing Committee Updates

Financial

- April bill signers: L. Sanford and M. Zimmer
- May bill signers: L. Cenci and M. Zimmer

Approval of Bills and Treasurer's Report

After review, and with a motion from L. Cenci, seconded by S. Rochette, the Treasurer's Report and payment of bills were unanimously approved.

Nominating

No report.

Facilities/Operational

The Clarkson Highway Department has offered to restripe the parking lot and repaint the handicapped spots if and when the weather cooperates (temperatures rise above 50°F).

L. Cenci made a motion (with D. Newman seconding) to obtain at least four quotes (the three municipalities and a private firm) to affect more permanent repairs to the parking lot, and to have the cost of the repairs split among the three municipalities, pro-rated by population. The motion passed unanimously.

C. Wilcox made a motion (with D. Newman seconding) to obtain at least four quotes (the three municipalities and a private firm) for lawn maintenance, and to have the cost split among the three municipalities, pro-rated by population. The motion passed unanimously.

C. Wilcox made a motion (with B. Duschen seconding) to obtain at least four quotes (the three municipalities and a private firm) for landscaping, and to have the cost split among the three municipalities, pro-rated by population. The motion passed unanimously.

Brockport Mayor Margay Blackman received a RFP regarding the establishment of a community garden, to be supported by the three municipalities. The Library may be interested in providing space on the grounds for such a garden. The deadline for proposals is 21 May 2018. D. Newman made a motion (with L. Cenci seconding) to have the grant writers proceed with preparing the grant application, to be reviewed and voted upon by the Board at their 16 May 2018 meeting. The motion passed unanimously, with an abstention by W. Borowiec.

Friends

- Balance: \$24,183.82.
- The 2018 Spring Book Sale collected \$1,898.70.
- The Friends are planning to hold the Annual Fabric Sale on 9 June 2018 from 10 am to 3 pm. Collections will run from 1 May to 4 June.
- The Friends are covering the costs of the Summer Reading Program, VIP passes, and plaques for Brockport High School research students.
- The next Friends meeting is on 21 May 2018 at 3:30 pm.

Marketing

- 111 survey questionnaires were collected in total, with most respondents being regular library patrons (i.e., survey did not likely reflect the opinions of the broader community). Several interesting suggestions were made, including expanding the Library's operating hours.
- The Marketing Committee received the grant from Causewave to create the marketing plan.
- An ad campaign comprised of 'Did You Know' library factoids will be run in September and October 2018.
- The Marketing Committee wishes to have tables set up at various local events (e.g., Farmers' Market, Sidewalk Sale, Arts Festival, High Water Low Bridge, Clarkson Good Neighbor Days, etc.) to raise awareness and support of the Library. It was suggested that the Marketing Committee should coordinate their intentions with the Friends to ensure minimal conflicts or duplication of efforts.
- Postcards will be designed for patrons to complete regarding what the Library does for and affects them. These completed cards will be sent to Town and Village Board members, as well as legislators, as evidence for support of the Library. These cards will be sent in July and August.

Policies

No report.

Personnel

Director C. Gouveia introduced Ms. Stephanie Blando, the newly hired Teen Services Librarian Trainee, to the Board and liaisons.

Municipal Liaisons

No report.

Foundation

- The Foundation is increasing the number of potential members to 15.
- The Foundation has approximately \$35,000 in savings, and \$45,000 in checking (with \$36,000 earmarked for projects).
- The Foundation will have the Birdhouse auction and a strawberry shortcake sale on 16 June 2018, the day of the Summer Reading Program kickoff.

Trustee and Staff Liaisons

Director C. Gouveia announced new assignments for Library Staff-Trustee pairings:

- W. Borowiec (Jeannine Waldow)
- L. Cenci (Abby DeVuyst, Ceola Bacot)
- B. Duschen (Barbara Biljan)
- D. Newman (Leigh Beabout)
- T. Pennington (Stephanie Blando, ShawnaAnn McElhenny)
- S. Rochette (Krista Matthews)
- L. Sanford (Natalie Burch)
- C. Wilcox (Mary Gira)
- M. Zimmer (Nancy Powell, Kimberley Lowden)

New Business

Nominations for Library of the Year are due by 21 April 2018, and can be completed on paper or online.

Penfield Library is hosting a get-together for library trustees on 29 May 2018 from 6:30 to 8:30 pm. D. Newman and T. Pennington are planning to attend; any interested trustee is encouraged to contact them.

A gift for Ashley Hurrell, the College at Brockport marketing major that assisted with the marketing survey, is being prepared. It will likely take the form of a Seymour Library T-shirt and tote bag, along with a letter of recommendation from the Marketing Committee.

L. Cenci made a motion (with S. Rochette seconding) to accept the 2017 Annual Report for Public and Association Libraries. The motion passed unanimously.

Adjournment

At 8:55 pm, D. Newman made a motion (with S. Rochette seconding) to adjourn. The motion passed unanimously.

Next meeting: 16 May 2018, 7:00 pm.

Minutes respectfully submitted by S. Rochette.