

## Seymour Library Board of Trustees

Date: 19 December 2018

### Call to Order

The regular meeting of the Seymour Library Board of Trustees was called to order at 7:02 pm on 19 December 2018 by Board President T. Pennington.

### Attendance

Present: Brigitte Duschen, David Newman, Taysie Pennington, Scott Rochette, Linda Sanford, Sandeep Singh, Christopher Wilcox, Meg Zimmer, and Carl Gouveia (Director)

Absent: LuAnne Cenci

Guests: Marilyn Brown (incoming Clarkson trustee), Pat Galinski (incoming Clarkson trustee), Kathy Kristansen, Mary Rich (Sweden), Susan Smith (public)

### Public Comments

None.

### Correspondence

None.

### Approval of Minutes

D. Newman made a motion (with L. Sanford seconding) to accept the minutes of the November 2018 meeting. The motion passed unanimously.

### Director's Report

Director C. Gouveia's presented highlights of his monthly written report:

- November 2018 saw a 5% increase in circulation over November 2017 (cf. a 5% decrease for the MCLS).
- The study room project has received no bids as of this writing. Director C. Gouveia will contact contractors who had expressed an interest in the project but did not submit a bid. If this is unsuccessful, a new RFP will be released in January 2019.
- Part of the increase in circulation may be due in part to return carts being placed near the circulation desk instead of reshelving returned items as they come in, leading to impulse 'buys.'

## **President's Report**

T. Pennington made the following announcements:

- Despite the general negative response of the Board, most respondents to the survey regarding continuing education for trustees were positive, and new regulations will likely require annual training for trustees. It is hoped that such training will be online. Director C. Gouveia believes that such requirements may not be in force for at least two years.
- A card thanking Library staff for their efforts this year was circulated among the Board to be signed.
- Trustees are requested to attend municipality meetings at least once a month.
- The Board received a thank-you letter from Tina Gouveia, chair of the After Hours raffle committee.
- The Board accepted the resignations of Trustees Borowiec (Brockport), Duschen (Clarkson), and Wilcox (Clarkson). The Board thanks them for their numerous efforts and contributions over their terms, and wishes them well in their future endeavors.
- The Board welcomes incoming Trustees Brown (Clarkson), Galinski (Clarkson), and Singh (Brockport).

## **Old Business**

Standing Committee Updates

### **Financial**

- December bill signers: L. Sanford and M. Zimmer
- January bill signers: L. Sanford and M. Zimmer
- The Committee counts the following among its accomplishments in 2018:
  - Appointed Freed Maxick as CPA firm for the Library;
  - Reviewed and approved 2019 Library budget;
  - Discovered the need to update names on our bank accounts;
  - Oversaw and reported on maturing CD.

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

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

## **Nominating**

No report.

## **Facilities/Operational**

- Two individuals have expressed interest in servicing and maintaining the Library HVAC system. The Committee hopes to receive bids from them.
- The Committee counts the following among its accomplishments in 2018:
  - Study room grant was received. Process to build the four rooms has begun;
  - Parking lot lines were painted, pavement at entrance repaired, and the entering medians were painted;
  - HVAC RFP was sent.

## **Friends**

No report.

## **Marketing**

- The Committee counts the following among its accomplishments in 2018:
  - Along with an intern from The College at Brockport, a survey of patrons and the community was conducted. Unfortunately, it received few responses and did not reveal any new information;
  - A grant was applied for and won to have Causewave help the Committee develop a marketing plan. A meeting with the Friends and Foundation was held to assign responsibilities for implementing the plan in 2019.
  - Postcards were developed for patrons to complete indicating why the Library is important to them. These postcards include a list of facts about the Library that we believe many in our service area do not know. We hope to have patrons fill in these postcards so that they can be delivered to local politicians and funders in 2019;
  - Library calendar fliers were made available at the Sweden-Clarkson Recreation Center, Sweden Town Hall, Oak Orchard Community Health Center, and a local day care;
  - Under the direction of Board President T. Pennington, frequent articles with pictures were run in the *Suburban News*. With funding from the Friends, small ads publicizing events were published in the *Suburban News*;
  - With the help of Library staff, we were able to have tables at several of the local festivals.

## **Marketing (continued)**

- The Committee lists the following plans for 2019:
  - Postcard campaign
  - Update of web site and Facebook page
  - Continued attendance at festivals and events
  - Improved cooperation with municipalities for publicizing events and programs

## **Policies**

The Committee is reviewing the Procurement/Purchasing policy, which will soon be ready for review by the full Board.

## **Personnel**

No report.

## **Business Consultant**

A contract with Bonadio has been accepted and signed. The group plans to start work in February 2019.

President T. Pennington asked the municipalities for the opportunity to review and respond to the report before it is published. A decision will be made in January 2019.

## **Municipal Liaisons**

- Brockport liaison K. Kristansen noted that the Village Board meets on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays at 7:00 pm at the Brockport Village Hall.
- Sweden liaison M. Rich noted that agendas for Town of Sweden Board meetings are available via email.

## **Foundation**

The LED sign project will move forward, pending approval from the Clarkson Zoning Board.

## **New Business**

- Board President T. Pennington counts the following as Board accomplishments with respect to the Local History Room:
  - Established committee to ensure displays are full and rotating;
  - Published a full year of rotating displays that began in July 2018;
  - Hung wall coverings of interest.
- Board President T. Pennington counts the following as Board accomplishments with respect to municipal relations:
  - Entered into an agreement with the Village regarding solar power;
  - Entered into an agreement with the Village regarding the establishment of a community vegetable garden on Library grounds. A grant proposal was submitted and subsequently not funded;
  - Met with all three municipalities and participated in the Business Consultant Committee.
- C. Wilcox is purchasing two vending machines (drinks and snacks) to be installed in the Book Sale room. The machines will be maintained by the local Kiwanis Club, with most of the proceeds going to the Library as a fundraiser. The Board thanks Mr. Wilcox for his generosity.

## **Executive Session**

None.

## **Adjournment**

At 7:41 pm, D. Newman made a motion (with S. Rochette seconding) to adjourn. The motion passed unanimously.

Next meeting: 16 January 2019, 7:00 pm.

Minutes respectfully submitted by S. M. Rochette.