

Seymour Library Board of Trustees Minutes

Date: 21 February 2018

Call to Order

The regular meeting of the Seymour Library Board of Trustees Minutes was called to order at 7:12 pm on 21 February 2018 by Board Vice-President L. Cenci.

Attendance

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

Absent: Walt Borowiec, Taysie Pennington

Guests: Kathy Kristansen (Brockport liaison), Mary Rich (Sweden liaison), Nicole Ryan (Freed Maxick), Jackie Smith (Clarkson liaison), Susan Smith (public), and Nicole White (Freed Maxick)

Freed Maxick

N. Ryan and N. White provided a brief Q and A presentation regarding their potential services as accounting firm for the Library.

Upon completion of the presentation, D. Newman made a motion (with L. Cenci seconding) to hire Freed Maxick as the Seymour Library accounting firm. The motion passed unanimously.

Public Comments

S. Smith addressed the board regarding Pro Brockport, a non-partisan group of residents (now a PAC) originally established as a group against dissolution of the Village of Brockport. The group has since evolved to promote positive living in Brockport and undertake various service projects. They are in the process of establishing a series of Town Hall meetings starting in April, and would like a Trustee to represent the Library at said meetings.

Correspondence

None.

Approval of Minutes

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

Director's Report

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

1. C. Gouveia met with area Senators and Assemblymen regarding the proposed 4% cut in state library aid.
2. The search committee interviewed nine candidates for the upcoming Teen Services Librarian position. There are three desired candidates, but none scored 100% on their test. As such, he suggests that the job title be revised to Teen Services Librarian Trainee, a non-competitive position. L. Cenci made a motion (with D. Newman seconding) to approve the job description of Teen Services Librarian Trainee. The motion passed unanimously.
3. The project to reinstall Ethernet cable in the library was estimated to cost \$37,296, 15% of which Seymour Library would be responsible (\$5,595).
4. A \$20,000 donation was given to the library by Dr. Manmadharao Kasaraneni and Mary Kasaraneni. 50% would be earmarked for capital projects, while the other half would be for teen services.
5. There were two requests for board action:
 - a. L. Cenci made a motion (with D. Newman seconding) to accept the resignation of Debbie Cody as Laborer (Cleaner) effective 22 January 2018. The motion passed unanimously.
 - b. L. Cenci made a motion (with D. Newman seconding) to approve the appointment of Terry Everett as Laborer (Cleaner) starting 26 January 2018 at \$10.40/hour. The motion passed unanimously.

President's Report

None.

Old Business

Standing Committee Updates

Financial

- February bill signers: L. Cenci and M. Zimmer
- March bill signers: L. Sanford and M. Zimmer

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 survey questionnaire has been created and was opened in mid-February, and will remain open through mid-March. As of this writing approximately 50 physical surveys have been returned, along with an unknown number of online responses.
- A grant application has been filed to hire a marketing committee consultant.
- Friends of the Seymour Library has agreed to fund several ads in the TriCounty Advertiser in September and October. The ads will be in the form of 'Did you know...' factoids regarding the Library.
- Postcards will be designed for patrons to complete regarding what the Library does for and affects them. These completed cards can be sent to legislators as evidence for their support of the Library. Similar postcards will be designed to be sent to town/village board members, as well as the governor.
- Honorary gifts for the retiring Chris Daily are still being considered. A plaque is being considered for display in the Teen Area, as well as a clock (or similar gift) for her personally.

Friends

- C. Gouveia designed a postcard to be sent to new homeowners in the towns and village. 500 were produced and will be sent out shortly.
- The 2018 Spring Book Sale will be held on 11-14 April.
- The Friends will provide funding for Chris Daily's retirement party on 29 March.
- The Friends will provide funding for 500 postcards designed by the Marketing Committee (see above).

Policies

No report.

Personnel

See Director's Report.

Foundation

Linda Sanford has resigned from the Foundation, while Carol Gravetter has joined.

New Business

D. Newman moved (with L. Cenci seconding) to sign the Compassionate Brockport Agreement. The motion passed unanimously.

Doug Hickerson, a retired journalist with the *Suburban News*, would like to display his Brockport Stories portfolio in the Local History Room. A Memorandum of Understanding (MoU) was drafted. L. Sanford moved (with M. Zimmer seconding) to accept the MoU, pending the signing of a waiver against loss or damage. The motion passed unanimously.

Adjournment

At 8:17 pm, a motion was made by D. Newman to adjourn. The motion was seconded by S. Rochette, and it was unanimously approved.

Next meeting: 21 March 2018, 7:00 pm.

Minutes respectfully submitted by S. Rochette.