

Seymour Library Board of Trustees Minutes

Date: 21 March 2018

Call to Order

The regular meeting of the Seymour Library Board of Trustees Minutes was called to order at 7:03 pm on 21 March 2018 by Board President T. Pennington.

Attendance

Present: David Newman, Taysie Pennington, Scott Rochette, Linda Sanford, Christopher Wilcox, and Carl Gouveia (Director)

Absent: Walt Borowiec, LuAnne Cenci, Brigitte Duschen, and Meg Zimmer

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

Public Comments

None.

Correspondence

None.

Approval of Minutes

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

The minutes of the special meeting on 1 March 2018 will need to be approved during the April meeting due to the lack of a quorum.

Director's Report

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

1. C. Gouveia is in the process of preparing the library budget and library report.
2. Bruce Albone is retiring by the end of 2018. As such, we will need to find a new HVAC repair person.
3. The project to replace Ethernet cable in the library was originally estimated to cost \$37,296, with the Library covering 15% (\$5,595). The recommended bid for the project is \$29,000 (\$4,350).
4. C. Gouveia and T. Pennington attended the Sweden Town Board meeting on 20 March 2018, and answered numerous questions from Board members.

5. There were two requests for board action:
 - a. D. Newman made a motion (with L. Sanford seconding) to accept the retirement of Christine Daily as Teen Services Coordinator effective 30 March 2018. The motion passed unanimously but with great reticence.
 - b. L. Sanford made a motion (with D. Newman seconding) to approve the appointment of Stephanie Blando as Teen Services Librarian Trainee starting 26 March 2018 at \$18.27/hour, with a 6-month probationary period. The motion passed unanimously.

President's Report

None.

Old Business

Standing Committee Updates

Financial

- March bill signers: L. Sanford and M. Zimmer
- April bill signers: L. Sanford and M. Zimmer
- The Financial Committee will need to meet upon completion of the budget.

Approval of Bills and Treasurer's Report

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

Nominating

No report.

Facilities/Operational

No report.

Marketing

- 60-70 survey questionnaires were collected, nearly all of them as hard copies. As of this writing, it would appear that most respondents were regular library patrons (i.e., survey will not likely reflect the opinions of the broader community). A more in-depth analysis will be forthcoming.
- The Marketing Committee is waiting for Causewave to respond with details regarding the marketing grant.
- 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.
- 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, etc.) to raise awareness and support of the Library.
- A marketing gimmick using *Little Shop of Horrors* ("Feed me, Seymour") was discussed. While very clever, there may be copyright issues with which to contend. Further discussion of some sort of Library mascot ensued.

Friends

- Balance: \$23,961.42.
- The 2018 Spring Book Sale will be held on 11-14 April.
- The Friends are planning to hold the Annual Fabric Sale in June (with collections in May).
- The Friends are preparing for the upcoming Membership Drive.
- The Friends attended a webinar on 20 March 2018 to gain ideas for future activities.

Policies

No report.

Personnel

See Director's Report.

Foundation

- The Foundation is moving forward with the Birdhouse Auction.
- The Foundation is selling tickets for Portals to the Past artwork.

New Business

S. Smith of ProBrockport announced to the Board a Town Hall Meeting to be held on 25 April 2018 at 7 pm. She was asking if the Board would provide a member to represent the interests of the Library. A lively discussion ensued, due to the initial political nature of ProBrockport. D. Newman is connected to ProBrockport, and therefore recused himself from the discussion. As a result, a quorum was no longer present, and discussion of the matter ended.

The Board collected money from its members for Chris Daily's retirement gift, a Lift Bridge Book Shop gift certificate.

A plaque commemorating Chris Daily's extensive work with local teens is being planned for display in the Teen Scene section. We hope that it will be ready for her retirement party on 29 March 2018.

J. Smith of the Town of Clarkson Board announced that the deadline for article submission to the Clarkson Newsletter is 31 March 23, 2018. C. Gouveia will explore the possibility of advertising the Book Sale, soliciting donations for the Fabric Sale, and announcing the Summer Reading Kickoff.

According to a patron, the handicapped parking spot signs are missing from the parking lot, and the painted markings on the spaces themselves are nearly invisible. In general, the parking lot is in need of attention to numerous matters (potholes, striping, etc.). The Board discussed several ideas to address the repairs and the necessary funding.

The Board also discussed the employee liaison relationship, with emphasis on new hires and possible reassignments.

Adjournment

At 8:38 pm, a motion was made by S. Rochette to adjourn. The motion was seconded by D. Newman, and it was unanimously approved.

Next meeting: 18 April 2018, 7:00 pm.

Minutes respectfully submitted by S. Rochette.