

Seymour Library Board of Trustees

Date: 28 November 2018

Call to Order

The regular meeting of the Seymour Library Board of Trustees was called to order at 7:01 pm on 28 November 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: Annie Crane (Brockport), Abby DeVuyst (staff), Pat Galinski (potential Clarkson trustee), Mary Gira (staff), Sarah Harradine (potential Clarkson trustee), Mary Rich (Sweden), Sandeep Singh (incoming Brockport trustee), Susan Smith (public)

Public Comments

Director C. Gouveia and Board President T. Pennington provided a brief description of trustee duties and responsibilities for the benefit of the two potential trustee candidates from Clarkson.

Correspondence

None.

Approval of Minutes

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

Director's Report

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

- The Long-Range Plan for the library (a.k.a. the strategic plan) will expire at the end of 2019. The Board should consider hiring a consultant to help with the development of a new plan.
- October 2018 saw a 15% increase in circulation over October 2017 (cf. a 1% increase for the MCLS).
- Bid notices for the study rooms have been sent.
- After Hours was a huge success, bringing in an estimated \$3,000 over 2017's event.

Director's Report (continued)

- The Director made several requests for Board action:
 - L. Cenci made a motion (with D. Newman seconding) to approve the appointment of Jena Buckwell as Library Clerk – Circulation, Temp/Substitute starting November 5, 2018 at \$11.40/hour. The motion passed unanimously.
 - D. Newman made a motion (with L. Sanford seconding) to approve the appointment of Trent Garlipp as Library Clerk – Circulation, Substitute starting November 12, 2018 at \$11.40/hour. The motion passed unanimously.
 - L. Cenci made a motion (with D. Newman seconding) to accept the resignation of Ceola Lester-Bacot as Library Clerk – Circulation, Part-time effective November 14, 2018. The motion passed unanimously.
 - L. Cenci made a motion (with D. Newman seconding) to approve the appointment of Jena Buckwell as Library Clerk – Circulation, Part-time starting December 3, 2018 at \$11.90/hour. The motion passed unanimously.
 - S. Rochette made a motion (with L. Cenci seconding) to accept the resignation of Mary Ann Danhauser as Librarian I, Substitute effective November 1, 2018. The motion passed unanimously.
 - L. Sanford made a motion (with L. Cenci seconding) to accept the resignation of Karen Duff as Librarian I, Substitute effective December 3, 2018. The motion passed unanimously.

President's Report

T. Pennington made the following announcement and request:

- There will be an Area-wide Trustee Meeting at the Irondequoit Public Library on 30 January 2019. She is looking for trustees to accompany her.
- Committee chairs are asked to document their committees' accomplishments for the 2018 year prior to the December 2018 Board meeting.

Old Business

Standing Committee Updates

Financial

- November bill signers: L. Sanford and M. Zimmer
- December bill signers: L. Cenci and M. Zimmer
- The \$25,000 Citizens Bank CD was renewed for another year, coming due in the middle of November 2019. It was hoped that the funds would be relocated, but there was a problem due to too many signers on the account. It was determined that there should be only two signers on the account (Board President and Financial Officer), and that they will need to appear at the bank in person to update the signers.

Approval of Bills and Treasurer's Report

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

Nominating

The following individuals have been nominated for board offices:

Taysie Pennington (President)
LuAnne Cenci (Vice-President)
Scott Rochette (Secretary)
Meg Zimmer (Finance Officer)

W. Borowiec made a motion (with D. Newman seconding) to hold a vote of acclamation. The motion passed unanimously. W. Borowiec made a motion (with D. Newman seconding) to accept the slate of officers. The motion passed unanimously. Congratulations and thank you to the office holders!

Facilities/Operational

- The bid requests for the study rooms are in. We are hoping for multiple bids.
- Parking lot snow removal is being handled by the Village of Brockport Department of Public Works.
- The Committee thanks profusely Mr. John Rombaut for the volunteering of his time and efforts in maintaining library facilities.
- A request for proposals has been sent out regarding HVAC preventative maintenance.

Facilities/Operational (continued)

- 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.
- With the impending departure of C. Wilcox, the Committee will need a new Chair.

Friends

There was continued discussion regarding a potential merger of the Foundation and the Friends.

Marketing

Several suggestions were made by Causewave, which were then prioritized by the Foundation and Friends groups. The high priority items are:

- A direct mail appeal in Spring 2019 (to be handled by Foundation and Friends);
- The Foundation to start accepting donations by credit cards to keep their finances more separate from the Library;
- The Foundation and Friends need to work further on their relationship, especially since the Friends is not currently a 501(c)3 organization;
- The Library web site needs to be updated with links to the Friends, Foundation, and donation opportunities;
- Develop a power map by the Board (an accounting of people who had direct influence over the Library from the Governor to the employees of the Municipalities). D. Newman will begin work on this;
- Develop a calendar outlining government events (elections, meetings, etc.), to be handled by the Board;
- Reporting of governmental relations to the Board;
- Report of Library issues to the Municipalities (in addition to that performed by the Liaisons);
- Attendance at municipal Board meetings by Board, Friends, Foundation, and staff.

Policies

A discussion about administering the Director's Oath of Office took place. The Committee will decide about whether or not said action should become written policy.

Personnel

A performance evaluation of the Director will need to be completed in the near future. The Committee will meet to do so.

Business Consultant

There is a disagreement regarding the choice of business consultants. The Towns selected Bonadio, while the Village selected CGR. Obviously this matter will need to be settled before moving forward. The Board wishes to approve the final selection of a consultant as an independent board.

L. Cenci made a motion (with D. Newman seconding) to have the Library Board request of the municipalities the opportunity to review and respond to the report before it is published. The motion passed unanimously.

Municipal Liaisons

The liaisons present noted that the recent After Hours program was "fantastic."

Foundation

- The Foundation President will be Carol Gravetter, with LuAnne Cenci serving as Vice President.
- The Foundation discussed a potential merger with the Friends with an attorney.
- It was determined that the Friends group is not a 501c3 organization, but probably should be.

New Business

- Board President T. Pennington administered the Library Director's Oath of Office to Director C. Gouveia.
- The 2019 Holiday Closing Schedule was presented. D. Newman made a motion (with L. Cenci seconding) to accept the 2019 Holiday Closing Schedule. The motion passed unanimously.

New Business (continued)

- A spirited discussion of the installation of a LED sign in the front of the library took place. L. Cenci made a motion (with W. Borowiec seconding) to allow the Foundation to pay for a tasteful LED sign to better advertise programs, closings, fundraisers, etc. to be placed out front, pending approval by the Clarkson Zoning Board. L. Cenci amended the motion (with W. Borowiec seconding) to replace “pay” with “install.” Trustees Borowiec, Cenci, Pennington, Rochette, and Sanford voted for the amended motion, while Trustees Duschen, Newman, Wilcox, and Zimmer voted against the amended motion. The amended motion passed, 5-4.

Executive Session

At 9:12 pm, L. Cenci made a motion (with S. Rochette seconding) to go into executive session to discuss two personnel matters. The motion passed unanimously.

At 9:13 pm, C. Wilcox made a motion (with W. Borowiec seconding) to invite Director C. Gouveia into executive session. The motion passed unanimously.

At 9:33 pm, L. Cenci made a motion (with S. Rochette seconding) to go out of executive session. The motion passed unanimously.

2019 Library Staff Salaries

Director C. Gouveia announced the following proposed 2019 salaries for library staff, effective 1 January. All figures are hourly.

Full-time

Blando, Stephanie:	\$18.97
Burch, Natalie:	\$20.20
DeVuyst, Abby:	\$20.20
Gouveia, Carl:	\$32.45

Part-time

Beabout, Leigh:	\$13.00
Buckwell, Jena:	\$12.70
Christiansen, Hannah:	\$11.10
Everett, Terri:	\$11.10
Garlipp, Saraya:	\$11.10
Gira, Mary:	\$15.90
Graves, Rebecca:	\$11.10
Lowden, Kim:	\$12.90
Matthews, Krista:	\$13.60
McElhenny, ShawnaAnn:	\$12.80
Morrison, Hannah:	\$17.25
Powell, Nancy:	\$16.40
Waldow, Jeannine:	\$13.60

2019 Library Staff Salaries (continued)

Substitutes

Amorese, Sarah:	\$16.75
Garlipp, Trent:	\$12.00
Mancuso, Donna:	\$16.75
Murray, Linda:	\$12.00
Negus, Linda:	\$16.75

Paternity Leave for Library Director

Director C. Gouveia and his wife are expecting a child within the next six weeks or so. The Board expresses our heartiest congratulations on the newest addition to their family.

L. Cenci made a motion (with D. Newman seconding) to grant Director C. Gouveia a four-week paid leave of absence (paternity leave). L. Cenci amended the motion (with D. Newman seconding) to allow Director C. Gouveia to work flexible reduced hours during the four weeks following the birth of his child. The amended motion passed unanimously.

Adjournment

At 9:40 pm, S. Rochette made a motion (with D. Newman seconding) to adjourn. The motion passed unanimously and thankfully.

Next meeting: 19 December 2018, 7:00 pm.

Minutes respectfully submitted by S. M. Rochette.