

Seymour Library Board of Trustees

Date: 19 September 2018

Call to Order

The regular meeting of the Seymour Library Board of Trustees was called to order at 7:05 pm on 19 September 2018 by Board President T. Pennington.

Attendance

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

Absent: David Newman

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

Public Comments

None.

Correspondence

None.

Approval of Minutes

L. Cenci made a motion (with W. Borowiec seconding) to accept the minutes of the August 2018 meeting. The motion passed unanimously.

Director's Report

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

- There was a large increase in circulation during July (3%) and August (4%) 2018, compared to last July and August. Overall MCLS circulation numbers by comparison were flat and down 3% in July and August 2018, respectively.
- Sheriff Todd Baxter addressed the opioid crisis during a recent Director's Council. Monroe County averages one fatal overdose every two days. Some Seymour Library employees are trained in the administration of Narcan, and the library has a limited supply of the drug should the need arise.

President's Report

President T. Pennington made the following announcements and requests:

- Announcements of the annual After Hours program (to be held in November) were released. Baskets for the raffle will be needed and sought. The proceeds from the event will benefit the installation of a LED sign for the front lawn and new HVAC controls.
- The President would like status reports from each of the committee chairs via email regarding the progress of their activities. The reports will be compiled and discussed at the December 2018 Board meeting.

Old Business

Standing Committee Updates

Financial

- September bill signers: L. Sanford and M. Zimmer
- October bill signers: L. Cenci and M. Zimmer

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

Nominations for board officers (President, Vice-President, Secretary, Treasurer) have been made, and all positions currently have at least one volunteer. Self-nominations are welcomed. Please inform W. Borowiec if you are interested in serving in one of these positions. Nominations will become official during the October 2018 meeting, with voting to take place during the November 2018 meeting.

Facilities/Operational

- The upcoming latest display in the Local History Room will feature memorabilia from Brockport High School theater productions. Some materials will date back to the mid-1940s. In conjunction, the Board is hoping to host a program featuring characters of this fall's production of *Shrek* (storytelling, photo ops, etc.).
- The Committee will meet on 27 September 2018 at 2:00 pm. One topic for discussion will be ways to increase traffic for the Local History Room.

Friends

- The Annual Organization meeting was held last week, during which the officers were installed.
- The semi-annual book sale will be held 10-13 October 2018.

Marketing

- Causewave has provided us with marketing materials. [LuAnne, you will be providing more information?]

Policies

No report.

Personnel

No report.

Municipal Liaisons

There will be a posting for a new Clarkson trustee forthcoming with the pending resignation of Christopher Wilcox.

Foundation

- The Foundation's status has been restored. [LuAnne, please clarify?]
- An estimate for the LED sign has been obtained: ~\$30,000, which was deemed excessive. Other estimates will be sought. Prior to the installation of the sign, the Board would need to obtain a variance from the Clarkson Zoning Board. Evidence exists that such signs increase traffic and business, but some concern was raised due to the relative location of the Library (not as visible due to East Avenue's reduced traffic level in comparison to Route 19). The Foundation would cover the costs of installation and maintenance, while the Library would be responsible for creating and updating messages, and the cost of electricity.
- The Foundation and Friends groups will meet on 24 September 2018 at 4:00 pm with staff from the Rochester Public Library to discuss the possibility of combining the two groups.

New Business

- The November 2018 Board meeting was rescheduled for 28 November 2018 at 7:00 pm. The normal third Wednesday falls on the day before Thanksgiving this year.
- Children's librarian N. Burch indicated that new children's programming is being implemented, but that attendance has been somewhat spotty. She is hoping for increased attendance at future programs.
- The establishment of a 1000 Books Before Kindergarten program is being considered. Rewards for completion of the program may be provided by the Friends.
- The planning stage of the Study Rooms project is nearly complete. However, it is likely that the obtained estimates will be too low due to new steel tariffs and a potential steel worker strike.

Executive Session

None.

Adjournment

At 8:00 pm, W. Borowiec made a motion (with S. Rochette seconding) to adjourn. The motion passed unanimously.

Next meeting: 17 October 2018, 7:00 pm.

Minutes respectfully submitted by S. Rochette.