

Seymour Library Board of Trustees

Meeting Date: August 21, 2019

Approval Date: September 18, 2019

Call to Order

The regular meeting of the Seymour Library Board of Trustees was called to order at 7:01 pm on 21 August 21, 2019 by Board President T. Pennington.

Attendance

Present: Marilynn Brown, LuAnne Cenci, Pat Galinski, David Newman, Taysie Pennington, Linda Sanford, Meg Zimmer, and Donna Mancuso (Interim Director)

Absent: Sandeep Singh, Scott Rochette

Guests: Mary Rich (Sweden) Kathy Kristansen (Brockport), and Jackie Smith (Clarkson), Mike Boedicker (newly hired Library Director effective 9/9/19)

Public Comments - None.

Correspondence

- A thank you note from the Brockport Arts Council was received for use of the Duryea Room.
- Thank you notes were written to Ryan Zimmer and Doug and Dianne Hickerson for their contributions to the Library.

Approval of Minutes

D. Newman made a motion (L. Cenci seconding) to accept the minutes of the July 24, 2019 regular meeting and August 14, 2019 special meeting. The motion passed unanimously.

Director's Report

Interim Director D. Mancuso presented highlights of her monthly written report:

MEETINGS:

- Seymour Library Foundation
- Aug. 14 special Board meeting
- Legislator Mike Zale (will attend J programs in Sept to hand out Zoo tickets)
- Ray Duncan (presenting a multi-week discussion series "Great Decisions")
- Rosie Rich (resigned from her LHR duties)

OUTREACH

- BISCO Arts Festival... Digital Bookmobile... Aug 10, 11
- Proposal to donor in support of 1000 Books before Kindergarten
- College Day of Service—Aug 24... window washing

FINANCIAL

- Town of Clarkson purchased old LH R doors... \$100... funds dedicated to 2020 Summer Reading Program as agreed upon with Town
- Unrestricted Gift of \$100 from BHS Class of 1965... acknowledged with Thank You note

- Sold scrap metal... realized \$8.00... funds to petty cash

Director's Report (continued)

PROGRAMS/CIRCULATION/DOOR COUNT

- Adult Programs: 20, Attendance 753 (2018: 40, 619)
- Young Adult Programs: 32, Attendance 1013 (2018: 32, 681)
- Children's Programs: 74, Attendance 1563 (2018: 64, 1489)
- Other: 8, Attendance 121 (2018: 6, 114)
- Circulation: 16, 429 (2018: 15,506) ****6% increase... only library in MCLS

FACILITY

- The Flag was replaced by Bob Muesbeck , representative of VFW, no charge... thanks to Meg Zimmer for arranging this gift.
- Harry Donahue, Village of Brockport removed wasp nest from building

Board Action Requested

A motion to accept the Quiet Study Room Policy was made by L. Cenci (seconded by D. Newman) and unanimously approved.

A motion to add language regarding vaping and electronic cigarettes to the Meeting Room Policy was made by L. Cenci (seconded by D. Newman) and unanimously approved.

President's Report

- D. Newman attended a Regional Board of Trustees meeting on our behalf and reported that there is some interest in forming a type of advisory committee for Trustees similar to that set up for school boards – more to come.
- Those who have not completed Sexual Harassment training need to get in touch with Keller Associates (who set up the training) to arrange to complete it by the end of October.
- Volunteers were requested for the Peddlers' Market and Harvest Festival – all slots were filled.
- A discussion was held regarding a possible change of meeting dates – perhaps the 2nd Monday of the month, thereby being in sync with monthly financial reports.
- Beginning in September, Trustees will receive financial information via email and should review and bring questions with them. This will save on paper and preparation time.

Old Business

Standing Committee Updates

Financial

- August bill signers: L. Cenci and M. Zimmer
- September bill signers: L. Cenci and M. Zimmer
- With a motion from L. Cenci (seconded by D. Newman) and unanimous approval, the bills were paid.

- Treasurer Meg Zimmer presented the budget prepared by the Finance Committee. After a motion from D. Newman (seconded by M. Brown) the Board discussed the budget, which has a significant shortfall. It was approved by all to present the budget to the municipalities as prepared.
- A motion was made by D. Newman (seconded by L. Cenci) to pay the Leo Toth bill and seek reimbursement from the municipalities if warranted. The motion was approved by all.

Bonadio Report Committee

- L Cenci will review the report again and share observations with the Board via email.

Director Orientation

- Donna Mancuso will work in her capacity as a substitute Librarian to assist Mike Boedicker with his new position as Director.

Nominating - No report.

Facilities/Operational

- Quiet study rooms will have windows added to rooms 3 and 4 remedy line of sight issue.
- Furniture for study rooms...on back order...looking at mid-October for delivery
- John Rombaut painted the LHR wall prior to installation of new art gallery wires
- Still to be addressed: delivery door and staff room doors need to be painted
- The Friends will be asked if anyone is skilled/willing to help with some cleaning and painting.
- Blackout shades have been ordered for the three windows in the Duryea Room. The booth benches in the teen area been reupholstered.
- The ribbon-cutting grand opening of the Quiet Study Rooms will be after the receipt of the furniture – probably mid November. A soft opening will take place when the rooms are complete and we can put temporary fixtures in.
- With a motion from L. Cenci, seconded by D. Newman, it was unanimously approved that the Quiet Study rooms will be named as follows: Gouveia, Garlock, Frisbee and Edmonds. Signs will be made by the architect who is making the signs for the rooms.
- Chad Fabry conducted an inspection of the entire building and grounds.

Friends

- The annual meeting will be on September 16 at 6:30

Marketing

- The committee will meet in mid to late September.

Policies

- The Committee is working on policies that need revising and plans to have drafts by the September meeting.
- A raffle policy and a dress code policy will need to be developed. L. Cenci will draft such policies for consideration.

Personnel - No report.

Municipal Liaisons

A discussion regarding the progress on the behalf of the municipal with regard to the Bonadio report took place – the hope is that the Library will have some type of written report by the end of September.

Tentative budget presentation dates:

Clarkson Sept. 10 at 6pm

Brockport Sept. 16 at 7pm

Sweden Sept. 17 at 6pm

Foundation

- The Foundation approved the hiring of counsel to prepare documentation to set forth the understanding of the use of Foundation funds.

Long-Term Planning

A meeting with Ron Kirsop was held on 11 July 2019. The Committee reviewed the Bonadio report and outlined a plan for the project. Three options were chosen:

- Staff focus group, conducted by Ron Kirsop (19 September 2019, 8:30-9:30 am)
- Board focus group, conducted by Ron Kirsop (25 September 2019, 6:30-8:30 pm)
- Examination of postcard data to glean information for use in planning

The Committee is anticipating completion of the new strategic plan by the end of 2019.

Local History/Interest Room

- Museum Without Walls will not be providing the next display
- The LHR team will meet on August 27.

New Business

- The new vending machines will be delivered on August 22. L. Cenci will contact the owner of the current machine for removal.

Executive Session - None.

Adjournment

- At 9:30 pm, D. Newman made a motion (with L. Cenci seconding) to adjourn. The motion passed unanimously.

Next meeting: 21 August 2019, 7:00 pm.

Minutes respectfully submitted by L. Cenci