

Seymour Library Board of Trustees

Date: 16 January 2019

Call to Order

The regular meeting of the Seymour Library Board of Trustees was called to order at 7:07 pm on 16 January 2019 by Board President T. Pennington.

Attendance

Present: Marilyn Brown, LuAnne Cenci, Pat Galinski, David Newman, Taysie Pennington, Scott Rochette, Linda Sanford, Meg Zimmer, and Carl Gouveia (Director)

Absent: Sandeep Singh

Guests: Kathy Kristansen (Brockport), Mary Rich (Sweden), Jackie Smith (Clarkson), 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 December 2018 meeting. The motion passed unanimously.

Director's Report

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

- December 2018 saw a 12% increase in circulation over December 2017. 2018 on a whole saw a 1% increase in circulation (cf. a 4% decrease for the MCLS).
- Director C. Gouveia contacted the architect regarding the study room project to resend out a request for bids. At the very least the project will be advertised in the *Suburban News*; discussion ensued regarding casting a wider net (e.g., *Rochester Democrat and Chronicle*). The new request will be advertised on 26 January 2019, with a project walkthrough scheduled for 14 February, the due date for bids set for 28 February, construction to begin on 18 March, with completion by mid-May 2019.

President's Report

T. Pennington made the following announcements:

- The next regional Trustee meeting will be on 30 January 2019, 6-9 pm, at Irondequoit Public Library. L. Cenci, D. Newman, and T. Pennington are planning to attend. The meeting agenda will be focused on the upcoming Advocacy Day, 27 February 2019, in Albany.
- A card and gifts were presented to Director C. Gouveia and his family on the recent birth of daughter #3, Rosaline. Congratulations and best wishes to the Gouveia family!
- Trustees are encouraged to attend Advocacy Day (27 February 2019) in Albany. A bus will transport interested Trustees from the Henrietta Public Library to Albany and back.
- The February 2019 Board meeting will feature Trustee training at 6 pm. The training will be provided by MCLS Assistant Director Sally Snow.

Old Business

Standing Committee Updates

Financial

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

Approval of Bills and Treasurer's Report

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

Nominating

No report.

Facilities/Operational

- Two individuals have submitted bids for servicing and maintaining the Library HVAC system. There was a \$1500+ difference in the bids.
- D. Newman made a motion (with M. Zimmer seconding) to allow Director C. Gouveia to contract with Leo Roth for HVAC maintenance. The motion passed unanimously.

Friends

No report.

Marketing

The postcards have been prepared. It is hoped that patrons will fill 500 cards out in time to bring them to Advocacy Day so they can be brought to the attention of the appropriate politicians, and perhaps the Governor. The municipality liaisons took some for citizens to fill out at their town/village halls. It was suggested that demographic and supportive information be collected from the cards.

Policies

- The Procurement/Purchasing policy was revised extensively, based on those used by the municipalities.
- L. Cenci made a motion (with S. Rochette seconding) to accept the revised policy. The motion passed unanimously.

Personnel

L. Cenci is preparing a form to be used by library staff and Trustees to evaluate Director C. Gouveia. It is hoped to be ready in March.

Business Consultant

- President T. Pennington repeated her request that the Trustees have the opportunity to review and respond to the report before it is published. A decision has yet to be made.
- The reporting process will begin on 4 February 2019 and be completed by 1 April 2019.

Municipal Liaisons

- The new Trustees (M. Brown and P. Galinski, both of Clarkson) were introduced to the liaisons.
- Brockport liaison K. Kristansen noted that the Greenspark solar project was approved at a special meeting. Construction is scheduled to begin in June, with the system to be operational by 31 December 2019.
- Clarkson liaison J. Smith announced that Christa Filipowicz has been appointed to fill the remaining term of former Clarkson Town Supervisor Jerry Underwood, who resigned on 13 January 2019, citing personal reasons.

Foundation

- The Foundation announced new officers:
 - President Carol Gravetter
 - Vice-president Lynne Gardner
 - Secretary Donna Mancuso
 - Treasurer Michelle Hofstra
- The Foundation will hire an attorney regarding the potential turnover of the library property to the Board of Trustees.
- A potential merger with the Friends is still possible, although it is believed that the Friends will still operate as they do currently.

New Business

- Board President T. Pennington announced the following standing Committee assignments:
 - Facilities/Operational: Chair M. Brown (Clarkson), L. Sanford (Sweden), S. Singh (Brockport), S. Blando (staff), C. Gouveia (Director), T. Pennington (Board President)
 - Financial: Chair M. Zimmer (Sweden), M. Brown (Clarkson), S. Singh (Brockport), N. Powell (staff), C. Gouveia (Director), T. Pennington (Board President)
 - Personnel: Chair L. Cenci (Sweden), D. Newman (Brockport), S. Rochette (Clarkson), C. Gouveia (Director), T. Pennington (Board President)
 - Policies: Chair L. Sanford (Sweden), M. Brown (Clarkson), D. Newman (Brockport), C. Gouveia (Director), T. Pennington (Board President)
 - Nominating: Chair L. Sanford (Sweden), P. Galinski (Clarkson), S. Singh (Brockport)
- Board President T. Pennington announced the following ad hoc Committee assignments:
 - Long-term Planning: Chair P. Galinski (Clarkson), L. Cenci (Sweden), TBD (staff), C. Gouveia (Director), T. Pennington (Board President)
 - Marketing: Chair D. Newman (Brockport), P. Galinski (Clarkson), M. Zimmer (Sweden), A. DeVuyst (staff), J. Waldow (staff), C. Gouveia (Director), T. Pennington (Board President)
 - Local Interest Room: Chair T. Pennington (Brockport), L. Cenci (Sweden), P. Galinski (Clarkson), L. Sanford (Sweden), D. Hickerson (public), A. DeVuyst (staff), C. Gouveia (Director)

Executive Session

None.

Adjournment

At 8:26 pm, D. Newman made a motion (with S. Rochette seconding) to adjourn. The motion passed unanimously.

Next meeting: 20 February 2019, 7:00 pm.

Minutes respectfully submitted by S. M. Rochette.