

Seymour Library Board of Trustees

Meeting Date: 24 July 2019

Approval Date: 21 August 2019

Call to Order

The regular meeting of the Seymour Library Board of Trustees was called to order at 7:01 pm on 24 July 2019 by Board President T. Pennington. It should be noted that this is a rescheduling of the 17 July 2019 meeting, due to a local power outage.

Attendance

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

Absent: Sandeep Singh

Guests: Mary Rich (Sweden) and Jackie Smith (Clarkson)

Public Comments

None.

Correspondence

Interim Director D. Mancuso received two positive patron comments regarding Natalie Burch and Hannah Morrison.

Approval of Minutes

D. Newman made a motion (with P. Galinski seconding) to accept the minutes of the June 2019 meeting. The motion passed unanimously.

Director's Report

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

- She attended meetings of the Library staff (20 June 2019), Directors' Council (10 July 2019), the Long Range Planning committee (11 July 2019), and workshops for the Village of Brockport (24 June 2019) and the Town of Sweden (16 July 2019).
- At a meeting with the Monroe County Legislature on 9 July 2019, she accepted a Proclamation regarding Seymour Library as Public Library of the Year.
- She manned a tent at the Brockport Merchants' Sidewalk Sale on 13 July 2019.
- Circulation is down across the board. The Rochester Public Library has performed a study that shows that 60% of its print collection has not circulated over a two-year period. Funding

appropriations will be adjusted to fulfill patron requests for more Overdrive titles and digital materials.

Director's Report (continued)

- The threshold for a patron being referred to UMS (the Library's collection agency) is \$35.00 and will remain as such. However, the threshold for a soft block on patron fines will be raised from \$5.00 to \$20.00. All current patrons with less than \$20 in fines will be converted to good standing, unless they have lost items on their cards.
- Wording for autorenewal is still being considered.
- Hoopla implementation (see June 2019 minutes) over all MCLS libraries has met with strong objections from those libraries that are current subscribers. Issues include the number of items that can be borrowed per month, the fact that all circulation counts via Hoopla will be credited to the Rochester Public Library, and the possibility that RPL's funding of the service could be discontinued in the future, leaving MCLS libraries to either cover the cost or cancel the service for their patrons.
- A discussion was held with Hannah Morrison and Rich Withrow regarding library computers. With the sunset of Windows 7, 17 library desktop computers will need to be upgraded to Windows 10; they include:
 - four stand-up computers
 - four catalog computers
 - four J room computers
 - one each in the server room, processing, local history room, vision, and print release

Tech grant money will be used to cover the cost. All Library laptop computers have been updated to Windows 10.

- In addition, 15 new computers have been installed:
 - six for staff
 - four for the teen area
 - four for the adult area
 - one for circulation
- The Rochester Public Library and Monroe County Library System will be funding Hoopla for one year. Hoopla is a service that allows patrons to download electronic materials (books, movies, etc.) to various devices. After the one-year trial is complete, an assessment will be made regarding whether or not to continue the service.
- The sewer line has been repaired. Many thanks to all three municipalities for their timely efforts during uncooperative weather.

President's Report

- T. Pennington noted that Interim Director D. Mancuso did an excellent job in speaking on behalf of the Library at the Town of Sweden Workshop, which likely had a positive effect.
- It has become increasingly difficult to perform the Director's duties in the allotted 20 hours per week. D. Newman made a motion (with L. Cenci seconding) to increase Interim Director D. Mancuso's working hours up to 25 hours per week. The motion passed unanimously.

Old Business

Standing Committee Updates

Financial

- July bill signers: L. Cenci and M. Zimmer
- August bill signers: L. Cenci and M. Zimmer
- \$200.00 was moved from the capital checking account to pay for art hangers in the Local History Room. The actual cost was \$283.26. L. Cenci made a motion (with D. Newman seconding) to move \$83.26 from the capital checking account to cover the extra expense. The motion passed unanimously.
- At the request of S. Singh (absent), M. Zimmer made a motion (with D. Newman seconding) to move the remaining money in the capital checking account (Citizens Bank account #318-5) to another bank when the Citizens Bank CD matures in November 2019. The motion passed unanimously.
- An audit has not been performed in 15 years. We will ask Freed Maxick to do so in the near future. Funds for the audit will need to be budgeted.
- A draft of the 2020 Library budget will need to be completed by the Board prior to the next meeting, as we will not have a permanent Director in place by this time. The Financial committee will do this, in conjunction with other Board volunteers.
- It has been determined that the Library is currently \$300,000 under budget, according to our most recent Profit and Loss statement. Regarding this, the Board is requesting the generation of a monthly (beginning to end of month) budget report. Interim Director D. Mancuso will ask Nancy Powell to create this report.

Approval of Bills and Treasurer's Report

A special meeting was held on 18 July 2019 to approve the payment of bills. Minutes from this meeting will be made available in the near future.

Bonadio Report Committee

- The Committee will examine the Bonadio report to determine potential areas of improvement, with a September 2019 completion target.
- We are awaiting the report from the municipalities and intend to hold a public forum to address issues.

Director Search Committee

- After three interviews were conducted, one candidate was deemed unsatisfactory. Board President T. Pennington will relay this unfortunate news to the candidate. The remaining two candidates were recommended for a second interview by the Board. Each candidate's references were all positive.
- The Committee recommends that the Board interview both candidates on the same day: 10 August (Saturday) or 14 August (Wednesday) 2019. As part of the interview process, each candidate will be provided with the Bonadio report and the expiring strategic plan prior to the interview, and be asked to create presentations outlining three long-range goals for the Library. The presentations will last up to 10 minutes, with up to five minutes for questions. Board members will be asked to submit original interview questions prior to 31 July 2019 to the following address: seymour.board@libraryweb.org.

Nominating

No report.

Facilities/Operational

- Work on the study rooms began on 22 July, with expected completion in two weeks. Doors for the rooms arrived broken; replacements have been ordered.
- A priority list for facilities projects has been prepared. Priority was based on need and appearance. The entryway to the Library has been deemed in bad shape, with water damage to the drywall. Door painting has also been suggested.
- Blackout shades have been ordered for the three windows in the Duryea Room. In addition, the booth benches in the teen area need to be reupholstered. The money from the Schmidt Foundation donation will cover the costs. Leftover funds could be used to replace the blinds in other parts of the Library with cordless models.
- The walls in the Local History Room will be painted on 9 August 2019.
- A Library patron is interested in purchasing the doors to the old Local History Room. Their value needs to be assessed; Village code enforcement officer Chad Fabry will be

asked to do this. If the value of the doors exceeds a certain threshold, they will need to be sold at auction.

Facilities/Operational (continued)

- The flag needs to be replaced. The old one will be given to the local Veterans of Foreign Wars post for proper disposal.
- A large wasp nest was discovered over the drive-up bookdrop. Harry Donahue from the Village of Brockport's Department of Public Works (carefully) removed it.
- A contractor on the study room project noted that the staff door is only primed. He suggests that it be painted as soon as possible to prevent rust.

Friends

- No meetings are scheduled until September 2019.
- A request for three library carts (two for A. DeVuyst, one for S. Blando) has been approved. The carts should arrive shortly.
- Would the Friends be able to set up and break down the Library tent at various events, starting in September?

Marketing

Committee is on hiatus until a permanent director has been named, although may be called back to order if deemed necessary.

Policies

- The Committee will be asked to provide lists of policies that need revising this year and of those that were most recently implemented.
- A study room policy will need to be developed. Interim Director D. Mancuso has canvassed five other libraries for examples.

Personnel

No report.

Municipal Liaisons

- Clarkson Liaison J. Smith asked if the Library would have a presence at the upcoming Bicentennial event. It is likely so.
- Sweden Liaison M. Rich noted that Town Supervisor Kevin Johnson has inquired about the status of the \$250,000 currently residing in the Foundation.
- Interim Director D. Mancuso noted that the Town of Sweden has been unresponsive to her email inquiries.

Foundation

- A Masquerade Night fundraiser will be held on 26 October 2019, from 7:00 to 10:00 pm. It will be family friendly (although not family oriented). There will be a kids' room and a cash bar. Activities include a wine pull, a balloon pop raffle, and buskers will provide entertainment.
- The After Hours program will be held on 2 May 2020. It will be a cocktail party; a mixologist will be hired to create a signature drink (the Seymour).

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 creation of new survey

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

Local History/Interest Room

- Museum Without Walls will be providing the next display (12 August 2019).
- The local rowing club is interested in providing a future display.

New Business

- Lunch was provided to the members of the Search Committee during its meeting. \$93.50 from the Hospitality fund was paid to Grinds for box lunches. This money is provided by the Friends for Library programs. Trustees P. Galinski and D. Newman replenished the funds. The Board thanks them for their generosity.
- The son of Trustee M. Zimmer (a former manager of the now-closed Office Max) provided school supplies to the Library. These will be used for various literacy programs. The Board thanks Mr. Zimmer for his generosity.

Executive Session

None.

Adjournment

At 8:56 pm, D. Newman made a motion (with S. Rochette seconding) to adjourn. The motion passed unanimously.

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

Minutes respectfully submitted by S. M. Rochette.