

## **Seymour Library Board of Trustees**

Meeting Date: 19 June 2019

Approval Date: 17 July 2019

### **Call to Order**

The regular meeting of the Seymour Library Board of Trustees was called to order at 7:04 pm on 19 June 2019 by Board President T. Pennington.

### **Attendance**

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

Absent: none

Guests: Kathy Kristansen (Brockport), Nancy Powell (staff), Mary Rich (Sweden), Susan Smith (public), and Leslie Zink (Clarkson)

### **Public Comments**

None.

### **Correspondence**

Interim Director D. Mancuso noted an incident in the Local History Room, in which a patron was prohibited from using the space by another patron who claimed to be on state business. The complaining party did not consult with the librarian on duty and left the library. This matter will require the Board to revisit and clarify the policy regarding use of the Local History Room.

### **Approval of Minutes**

L. Sanford made a motion (with M. Zimmer seconding) to accept the minutes of the May 2019 meeting. The motion passed unanimously.

L. Cenci made a motion (with S. Rochette seconding) to accept the minutes of the 1 May special meeting. The motion passed unanimously, with Trustees Brown, Cenci, Pennington, Rochette, Singh, and Zimmer voting.

### **Director's Report**

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

- She attended meetings of the Directors' Council (5 June 2019), Foundation of Seymour Library (10 June 2019), and Friends of Seymour Library (17 June 2019).
- 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.

### **Director's Report (continued)**

- Automatic renewal of materials is being developed.
- The Smoking and Health Coalition will be providing signage regarding the new no-smoking law. Harry Donahue has agreed to post the signs at the public and staff doors, and at a position 100 feet from the entrance.
- Several staff attended the Rochester Regional Library Council luncheon at Casa Larga, where they were presented with a proclamation regarding Seymour Library's selection as 2019 Library of the Year. In addition, they were presented with flowers and a \$500.00 check. The matter was discussed with former Director C. Gouveia, and an appropriate use of the money was determined. D. Newman made a motion (with M. Zimmer seconding) to use the award money for staff recognition day and small staff gifts. The motion passed unanimously.
- The Monroe County Legislature will present a proclamation regarding Seymour Library's selection as Library of the Year on 9 July 2019. Staff will be asked to attend the ceremony, where they will receive the proclamation and offer brief remarks.
- The sewer backed up again on 12 June 2019; this was the second time in a month. Workers from the Village of Brockport and the Town of Clarkson cleared the blockage, but the larger problem has not been fixed. Such instances have the potential to close the library. The Board and the Interim Director believe that the problem must be fixed as soon as possible, but there are still questions about ownership of the building and the land, and therefore the responsibility for a permanent fix and which party/parties are financially liable. In any case, the Board recommends that an estimate be secured as soon as possible.
- Salmon Creek has been contracted for landscaping. It was brought to our attention that the outside water faucet on the east side of the building cannot be turned on.
- The Library's insurance policy does not currently cover liability for the library's Director and staff, nor for the Board or its officers. The Churchville Agency will contact Utica National (our current carrier) for a quote.

### **President's Report**

T. Pennington noted that we received a \$2000 donation from the Killian J. and Caroline Schmidt Foundation. The money should be used for something specific (i.e., not for operating expenses). The Board will deposit the check as soon as possible, and make a determination for appropriate use of the funds.

## **Old Business**

### Standing Committee Updates

#### **Financial**

- June bill signers: M. Brown and M. Zimmer
- July bill signers: L. Cenci and M. Zimmer
- L. Cenci made a motion (with D. Newman seconding) to remove Trustees L. Cenci and L. Sanford from Five Star Bank accounts #7028 and #1128. The motion passed unanimously.
- S. Rochette made a motion (with L. Cenci seconding) to remove former Trustee Brigitte Duschen from Five Star Bank accounts #7028, #1128, and #9240. The motion passed unanimously.
- Per the recommendation of the Bonadio report, cash flow and cash flow forecast statements are being generated and provided to the Board and the Liaisons.
- After a discussion regarding the paltry interest generated by the capital checking account, S. Singh made a motion (with P. Galinski seconding) to move \$30,000 from the capital checking account (Citizens Bank account #318-5) into a CD. The motion passed unanimously.
- After a discussion regarding CD interest rates, S. Singh made a motion (with D. Newman seconding) to have Trustee S. Singh renegotiate the interest rate for our Citizens Bank CD, and to move the money into a CD with another bank if the renegotiation is unsuccessful. The motion passed unanimously.

#### **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.

#### **Bonadio Report Committee**

- The Committee will meet on 24 June 2019.
- The municipalities are in apparent disagreement regarding the outcome of the Bonadio report. They will need to come to an agreement before they meet with the Board.

## **Director Search Committee**

- The Committee met several times since the last Board meeting. A canvas list was generated, and three people (each of whom received a 100% on the Library Director 1 exam) responded to our request. Each of the candidates will be interviewed on 13 July 2019.
- The Search Committee has been established. It is comprised of the following:
  - Board President Taysie Pennington
  - Board members Marilyn Brown, David Newman, and Meg Zimmer
  - Library staff members Abby DeVuyst and Krista Matthews
  - Friends of Seymour Library representative Cathy Chesnut
  - Seymour Library Foundation President Carol Gravetter
  - Village of Brockport Mayor Margay Blackman
  - Town of Clarkson Supervisor Christa Filipowicz
  - Town of Sweden Supervisor Kevin Johnson
  - Brockport Central School District Superintendent Lesli Myers-Small
  - Seymour Library volunteer Rosie Rich
- Interview questions will be developed by the Committee and vetted by the Board. Each of the three Director candidates will be interviewed by the whole search committee. The Committee will rank the candidates, and the top candidate will meet for a second interview with the Board, unless there is no recommendation by the Committee.

## **Nominating**

No report.

## **Facilities/Operational**

- The study rooms are on target to be completed by mid-August 2019. LuAnne and Jim Cenci, along with Interim Director Donna Mancuso are overseeing the project. There should be funds leftover for furniture. Per Leon Frisbee's suggestion, one of the study rooms will be named in honor of former Director Carl Gouveia.
- Blackout shades have been ordered for the Duryea Room. The money from the aforementioned donation from the Schmidt Foundation should cover the costs.
- Track hangers for wall art have been ordered for the Local History Room.
- An inspection of the HVAC system revealed a slight leak in one of the air conditioning pipes was patched, but there is concern that it will not serve as a permanent fix.

- Village Code Enforcement Officer Chad Fabry has offered to develop a useful life study of the building and facilities. The Committee will ask if he could also develop a routine maintenance schedule.

### **Friends**

- The recent fabric sale raised \$1,290.35.
- Balances:
  - Checking: 10,557.11
  - Savings: \$8,817.57
  - CD Interest: \$135.44 (\$10,000 investment)

### **Marketing**

- Committee is basically on hiatus until a permanent director has been named.
- The 'Did you know...' sheet is being assembled, and will be finalized in time for upcoming public events.
- The Library staff will select the mascot.

### **Policies**

- The Committee will need to review the policy regarding the use of the Local History Room, as well as all meeting rooms and the soon-to-be-completed study rooms.
- Policies will need to be developed regarding the security cameras, as well as the sale of raffle tickets on the premises.

### **Personnel**

The Board will need to complete online sexual harassment training by 15 August 2019. Certificates of completion will need to be printed and signed by the director.

### **Municipal Liaisons**

No report.

### **Foundation**

- The LED sign project is on hold until at least Fall 2019. Placement and location will need to be determined.
- Due to a conflict with the College gala, the After Hours program will be moving to either October 2019 or May 2020, with the latter date appearing more likely.

## **Long-Term Planning**

Ron Kirsop will be available in July to serve as a long-term planning consultant. It was suggested that we could wait until a permanent director was named, but the Board ultimately decided to move forward.

## **Local History/Interest Room**

- A display for the Town of Clarkson's Bicentennial has been developed. It spans the entire library.
- There will be a 183<sup>rd</sup> birthday celebration for William Seymour on 15 July 2019 from 6:00 to 8:00 pm.

## **New Business**

None.

## **Executive Session**

None.

## **Adjournment**

At 9:12 pm, D. Newman made a motion (with S. Rochette seconding) to adjourn. The motion passed unanimously.

Next meeting: 17 July 2019, 7:00 pm.

Minutes respectfully submitted by S. M. Rochette.