

## **Seymour Library Board of Trustees**

Date: 20 March 2019

### **Call to Order**

The regular meeting of the Seymour Library Board of Trustees was called to order at 7:02 pm on 20 March 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 Carl Gouveia (Director)

Absent: none

Guests: Theresa Alano (public), Mary Gira (staff), Tom and Dawn Guarino (public), Kathy Kristansen (Brockport), Mary Rich (Sweden), Jackie Smith (Clarkson), and Susan Smith (public)

### **Public Comments**

Theresa Alano is making a quilt to commemorate the Town of Clarkson's Bicentennial. She would like to see the quilt raffled off in October 2019 (at least 200 tickets, \$10 each), with the proceeds donated to the Library. The Board thanks her for her efforts and generosity.

### **Correspondence**

None.

### **Approval of Minutes**

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

L. Sanford made a motion (with S. Rochette seconding) to accept the minutes of the 5 March special meeting. The motion passed unanimously, with Trustees Brown, Cenci, Galinski, Newman, Rochette and Sanford voting.

### **Director's Report**

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

- February 2019 saw an increase in circulation over February 2018. In addition, Seymour Library's circulation continues to outpace the average MCLS circulation. Some trustees are interested in annual data; Director C. Gouveia will compile these data for a future meeting.
- John Decker has volunteered his time and materials with various electrical projects around the Library. The Board thanks him for his generosity.

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

- Director C. Gouveia met with Hank Earle of the group Us Living Local to discuss the group, its activities, and potential fundraising activities.

## **President's Report**

T. Pennington noted that the informal MCLS Trustees meeting in January was cancelled due to snow. It has been rescheduled for 25 March 2019, but it appears as if no one from the Seymour Board will be able to attend.

## **Old Business**

### Standing Committee Updates

#### **Financial**

- March bill signers: L. Cenci and M. Zimmer
- April bill signers: L. Sanford and M. Zimmer
- There have been issues regarding the availability of year-end reports from Citizens Bank. The Board has since been granted electronic access to its accounts, which should rectify the matter.
- Signatories on the Citizens Bank accounts will need to be updated.
- L. Cenci made a motion (with D. Newman seconding) to change signatories on the CD and Capital account at Citizens Bank to Director Carl Gouveia, President Taysie Pennington, and Finance Officer Margaret Zimmer. The motion passed unanimously.

#### **Approval of Bills and Treasurer's Report**

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

#### **Nominating**

No report.

## **Facilities/Operational**

- A walkthrough for the Study Room project is scheduled for 28 March 2019. Seven or eight contractors have expressed interest in the project.
- The building/grounds ownership issue will be revisited after the completion of the Business Consultant report.
- The LED sign project is back at the beginning. Additional sign companies will be researched.

## **Friends**

- The Spring 2019 Book Sale will be held on 3-6 April 2019.
- A decision regarding a potential merger with the Foundation will be made in May 2019.

## **Marketing**

- A meeting was held earlier in March, in which the Causewave timeline was discussed.
- The Marketing Department at The College at Brockport was contacted regarding their involvement, but it was too late in the semester for this to happen.
- The Committee contacted a marketing faculty member from the College at Brockport about securing a potential intern, and is awaiting a response.
- The Committee is conducting a survey with the aim of selecting a mascot for the Library.

## **Policies**

Numerous policies were discussed and voted upon:

- L. Cenci made a privileged motion to accept Policy 100-4 (Citizen Input and Conduct at Library Board Meetings). The motion passed unanimously.
- D. Newman made a privileged motion to accept Policy 200-3 (Power Outage). The motion passed unanimously.
- D. Newman made a motion (with S. Rochette seconding) to remove Policy 600-2 (USA Patriot Act Compliance) and merge it with Policy 600-1 (Confidentiality of Library Records). The motion passed unanimously.
- D. Newman made a privileged motion to accept Policy 600-1 (Confidentiality of Library Records). The motion passed unanimously.

## **Policies (continued)**

- L. Cenci made a privileged motion to accept Policy 600-3 (Smartphone Apps in Place of Library Cards). The motion passed unanimously.
- D. Newman made a privileged motion to accept Policy 800-2 (Community Bulletin Board & Use of Free Materials). D. Newman then made a motion to table this motion. The latter motion passed unanimously, and Policy 800-2 will go back to the Policy Committee for further discussion.
- Policy 200-4 (Landscape) will go back to the Policy Committee for further discussion.

## **Personnel**

- New York State mandates that Library personnel and Trustees undergo annual sexual harassment training. The Director and Trustees will need to undergo the Management module. Due to the number of part-time employees, an online component is necessary. Such training will need to be completed by 9 October 2019. Director C. Gouveia investigated numerous options.
- L. Cenci made a motion (with L. Sanford seconding) to use the sexual harassment training modules provided by J. J. Keller, or those provided by HR Works if the first option is not feasible. The motion passed unanimously.
- L. Cenci provided to the Board several Director evaluation forms for Library staff and Trustees, along with a self-evaluation form.
- L. Cenci made a motion (with S. Rochette seconding) to use the provided forms to evaluate the 2018 performance of Director C. Gouveia. The motion passed unanimously.

## **Business Consultant**

The results of the Business Consultant report will be revealed at a single meeting. No stakeholders will receive advance notice.

## **Municipal Liaisons**

- Clarkson Liaison J. Smith attended Advocacy Day in Albany on behalf of the Library. She said that the experience went very well. There were over 800 library supporters present. The postcard campaign was very well received; Seymour Library was the only library to undertake such a project.
- Village Liaison K. Kristansen informed the Board that the solar farm project should be operational by the end of 2019, if not sooner.

## **Foundation**

- Foundation members met with a representative from Bonadio regarding the Business Consultant report. It was an incredibly fruitful meeting, lasting 2.5 hours.
- A potential merger with the Friends will be decided upon by May 2019.
- The Foundation is considering which programs it will support, to make up for budget cuts.
- The highly successful After Hours program is seeking a new organizer.

## **Long-Term Planning**

No report.

## **Local History/Interest Room**

- The recent committee meeting resulted in numerous ideas.
- Response to recent displays has been overwhelmingly positive.
- The Clarkson Historical Society and Clarkson Town Board will collaborate to create displays to celebrate the upcoming Clarkson Bicentennial in June and July 2019. Sweden and Brockport have been extended similar invitations for the future.
- A Spotlight display has been created, which is smaller in scale than others in the room. The municipalities have been invited to contribute to this as well.

## **New Business**

- With respect to the Fletcher and Alice Garlock Trust, Mrs. Garlock passed away in mid-February. The Library will receive 10% (\$34,000), which has been earmarked for the Capital fund. L. Cenci, with her paralegal background and experience, has graciously volunteered to examine the related documents. The Board thanks her for her efforts.
- D. Newman made a motion (with M. Zimmer seconding) to approve the Fletcher and Alice Garlock Trust documents, pending an examination by LuAnne Cenci. The motion passed unanimously.

## **Executive Session**

None.

## **Adjournment**

At 8:20 pm, S. Rochette made a motion (with D. Newman seconding) to adjourn. The motion passed unanimously.

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

Minutes respectfully submitted by S. M. Rochette.