

Seymour Library Board of Trustees

Meeting Date: 15 May 2019

Approval Date: 19 June 2019

Call to Order

The regular meeting of the Seymour Library Board of Trustees was called to order at 7:01 pm on 15 May 2019 by Board President T. Pennington.

Attendance

Present: David Newman, Taysie Pennington, Scott Rochette, Linda Sanford, Meg Zimmer, and Carl Gouveia (Director)

Absent: Marilyn Brown, LuAnne Cenci, Pat Galinski, and Sandeep Singh

Guests: Kathy Kristansen (Brockport), Donna Mancuso (public), Krista Matthews (staff), Mary Rich (Sweden), Jackie Smith (Clarkson), and Susan Smith (public)

Public Comments

None.

Correspondence

None.

Approval of Minutes

D. Newman made a motion (with M. Zimmer seconding) to accept the minutes of the April 2019 meeting. The motion passed unanimously.

Since there was not a quorum of members present, minutes from the 1 May 2019 special meeting will need to be accepted at the June 2019 Board of Trustees meeting.

D. Newman made a motion (with L. Sanford seconding) to accept the minutes of the 7 May special meeting. The motion passed unanimously, with Trustees Newman, Pennington, Rochette, Sanford and Zimmer voting.

Director's Report

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

- April 2019 saw an increase in circulation over April 2018. It was made clear that these figures represent 'over the counter' circulation, which incorporates both materials owned by Seymour Library as well as those obtained via interlibrary loan.

- The mowing contractor has gone AWOL. Efforts to contact him have been fruitless. Reynard Powell (husband of staff member Nancy Powell) has stepped in to cover, and will continue to do so for the remainder of the season.

Director's Report (continued)

- Director C. Gouveia met with the landscaper (Salmon Creek) to discuss various landscaping issues.
- The Library has received a grant from Documentary Heritage and Preservation Services for New York to perform an archival needs assessment.
- An irate patron called from a private number to 'discuss' various conspiracy theories and political rhetoric. When the conversation devolved into racial slurs and abusive crude language, the librarian ended the call. Director C. Gouveia was unable to ascertain the identity or number of the caller, so he disabled the library phone system's ability to accept calls from private numbers. Patrons will be notified of this new policy.
- Director C. Gouveia made two requests for board action:
 - L. Sanford made a motion (with M. Zimmer seconding) to approve the job description for Principal Library Clerk, Processing, Part-Time (15.75 hours per week). The motion passed unanimously.
 - L. Sanford made a motion (with M. Zimmer seconding) to approve the job description for Senior Library Clerk, Processing, Part-Time. The motion passed unanimously.

President's Report

T. Pennington noted Dollar General makes grant money available to libraries for literacy promotion. Such grants are rather liberal, in that the monies are available for any activity related to the promotion of literacy.

Old Business

Standing Committee Updates

Financial

- May bill signers: L. Sanford and M. Zimmer
- June bill signers: M. Brown and M. Zimmer
- With the upcoming departure of Director C. Gouveia, he will need to be removed as a signatory on all library accounts. A trustee would need to be appointed in his place; the Committee will ask S. Singh to serve in this capacity.

- D. Newman made a motion (with S. Rochette seconding) to remove Director C. Gouveia from Library accounts as of 1 June 2019. The motion passed unanimously.

Financial (continued)

- D. Newman made a motion (with S. Rochette seconding) to have Trustee Sandeep Singh and Finance Director Margaret Zimmer as signatories on our accounts. The motion passed unanimously.
- The Committee will investigate the establishment of a consultant to serve as an external Treasurer.

Approval of Bills and Treasurer's Report

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

Bonadio Report Committee

- The Committee will meet after the municipalities respond to the report. Director C. Gouveia will send potential budget figures regarding building and grounds maintenance to the liaisons, along with a list of potential facilities issues.
- It has been suggested that the Board hire an engineer to examine the facilities and equipment and perform an 'end-of-life' analysis, akin to a home inspection. The Board will seek three bids.

Director Search Committee

- The Committee met on 13 May 2019 to examine and revise the job description. The minimum annual salary was set to \$60,000. The Committee wishes to post the job description on 16 May 2019.
- The Committee has received a canvas list from Civil Service, comprised of about 40 people. A request will be sent to all eligible candidates.
- D. Newman made a motion (with M. Zimmer seconding) to approve the Library Director 1 job description. The motion passed unanimously, if not reluctantly.
- Ms. Donna Mancuso has accepted the position of Interim Library Director. D. Newman made a motion (with S. Rochette seconding) to approve the hiring of Donna Mancuso as Interim Library Director at the pay rate of \$30.00/hour for up to 20 hours per week, from 1 June 2019 to 1 September 2019, with an early termination option. The motion passed unanimously. The Board welcomes and thanks Ms. Mancuso for her dedication and service to the Library.

Director Search Committee (continued)

- An interview team will need to be assembled. The Committee will request of all serving on this team to be present at every interview. The interview team will cull the applicants to three, who will then be vetted by the Search Committee, and up to three will be interviewed by the full Board. The potential members of the interview team include:
 - Board members M. Brown, D. Newman, T. Pennington, and M. Zimmer
 - One part-time and one full-time staff member (TBD; L. Cenci will approach staffers)
 - Two donors (TBD)
 - Volunteer (TBD)
 - Foundation President Carol Gravetter
 - Friends President Lynne Gardner
 - BCSD Superintendent Dr. Leslie Myers-Small
 - College at Brockport President Dr. Heidi Macpherson
 - Municipality representatives (TBD)
- The application deadline for the Director position is 7 June 2019. The interview process, questions, and rubric will be created by the Director Search Committee at the next meeting on 10 June 2019. The process will be shared with the interview team.
- The hiring recommendation will be made by the Board of Trustees.

Nominating

No report.

Facilities/Operational

- There will be a preconstruction meeting regarding the Study Room project on 22 May 2019 at 1:00 pm. Since Director C. Gouveia will have left by the time the project is complete, the Committee will ask L. Cenci to shepherd the process.
- It has been strongly suggested that the window blinds be replaced with cordless commercial-grade models for safety reasons. Blackout shades would be preferred in the meeting rooms. Capital money could be used for this project. The Committee will ask L. Cenci to investigate options.
- An inspection of the HVAC system revealed a slight leak in one of the air conditioning pipes, which will be fixed shortly. The ongoing humidity issue will be investigated,

and minor tweaks to the system will be made to try solving the problem. Barring that, dehumidifiers will need to be considered.

Friends

No report.

Marketing

- Committee member M. Zimmer is working on the calendar of events.
- 1000 additional postcards have been printed.
- The 'Did you know...' sheet is being assembled.
- A wide range of mascot suggestions has been made; the top suggestions are bookworm, owl, mouse, and dragon. It has been suggested that we avoid anything that smacks of mascots used by other library systems. The Committee is suggesting that a graphic designer be hired to create mockups to help the Board select a mascot.

Policies

No report.

Personnel

- An exit interview with (boo) outgoing Director C. Gouveia will be conducted on 20 May 2019 at 10:30 am. L. Cenci and T. Pennington will oversee the process, and any Board member is encouraged to attend.
- The Friends will host a Farewell Event for outgoing Director C. Gouveia on 30 May 2019 at 6:00 pm. While the Board is incredibly despondent to see him go, we wish him nothing but success in his new position as Director of the Fairport Public Library.

Municipal Liaisons

- Clarkson Liaison J. Smith noted that the Bicentennial of the Town of Clarkson is this year. The Local History Room will have displays and a banner.
- Village Liaison K. Kristansen informed the Board that the Bookmobile will be at the Brockport Arts Festival in August, located at the corner of Main Street and Monroe Avenue.

Foundation

No report.

Long-Term Planning

Ron Kirsop will be available at the end of June to serve as a long-term planning consultant.

Local History/Interest Room

- Board President T. Pennington informed the Board that the Room is booked through 2020.
- It has been determined that the Room needs to have art hangers installed, similar to the ones in the Duryea Room. The cost should be approximately \$200, and capital funds could be used to cover the cost.
- D. Newman made a motion (with S. Rochette seconding) to authorize the spending of up to \$200 for the purchase of art hangers for the Local History/Interest Room. The motion passed unanimously.

New Business

- The 2018 Annual Report has been completed. D. Newman made a motion (with M. Zimmer seconding) to approve the 2018 Annual Report. The motion passed unanimously.
- The Town of Sweden will present outgoing Director C. Gouveia with a Certificate of Appreciation on 21 May 2019 at 6:00 pm.

Executive Session

None.

Adjournment

At 8:24 pm, D. Newman made a motion (with S. Rochette seconding) to adjourn. The motion passed unanimously.

Next meeting: 19 June 2019, 7:00 pm.

Minutes respectfully submitted by S. M. Rochette.