

Seymour Library Board of Trustees

Meeting Date: 20 November 2019

Approval Date: 19 December 2019

Call to Order

The regular meeting of the Seymour Library Board of Trustees was called to order at 7:01 pm on 20 November 2019 by Board President T. Pennington.

Attendance

Present: Marilyn Brown, Pat Galinski, David Newman, Taysie Pennington, Scott Rochette, Linda Sanford, Sandeep Singh, Meg Zimmer, and Mike Boedicker (Director)

Absent: LuAnne Cenci

Guests: Chad Fabry (Village Code Enforcement Officer), Mary Rich (Sweden)

Public Comments

None.

Useful Life Report

Chad Fabry spoke to the Board regarding an analysis of Library facilities regarding useful life. He noted that general annual maintenance would cost between \$40,000 and \$60,000. He believes the most critical issues that should be addressed are the parking lot (asphalt removal, base repair, and asphalt replacement), sidewalk repair, and HVAC controls and maintenance. He also noted that there is an installation defect regarding the roof that should be addressed by the roof installers. Even though it should be under warranty, he said that the installers should correct the problem at their expense.

Correspondence

None.

Approval of Minutes

L. Sanford made a motion (with D. Newman seconding) to accept the minutes of the 16 October 2019 meeting. The motion passed unanimously.

D. Newman made a motion (with M. Brown seconding) to accept the minutes of the 25 September 2019 meeting regarding staff salaries. The motion passed nearly unanimously, with S. Rochette abstaining due to his absence at the meeting.

D. Newman made a motion (with S. Singh seconding) to accept the minutes of the 7 October 2019 meeting regarding the revised budget. The motion passed nearly unanimously, with S. Rochette abstaining due to his absence at the meeting.

Director's Report

Director M. Boedicker noted that membership in the New York Library Association (NYLA) is provided to Trustees through the dues the Library pays.

President's Report

- The Village is requesting that a Library Trustee attend its Board meetings on a monthly basis (meetings held on the third Monday of the month), as it is no longer sending a liaison. The towns of Clarkson and Sweden have not yet decided about sending liaisons to Library Board meetings, but it is likely that they will request monthly presence by and updates from Library Trustees at their meetings in 2020.
- A lawyer will be available for Trustee consultation at the Henrietta Public Library on 23 November 2019 from 9:00 am to 12:00 pm.
- An online Trustee training 'boot camp' is coming soon.
- Saturday, 7 December 2019, will be a busy day. The annual Volunteer Brunch will be held from 11:00 am to 12:00 pm (help is requested), followed by the ribbon cutting ceremony for the new study rooms combined with a welcome to Director Mike Boedicker and his wife from 12:00 to 2:00 pm.

Old Business

Standing Committee Updates

Financial

- November bill signers: P. Galinski and M. Zimmer
- December bill signers: M. Brown and M. Zimmer
- It was noted that the Library used significantly more electricity compared to this time last year.
- The Citizens Bank CD matured, and the money was moved temporarily into a checking account. All Citizens Bank accounts were then closed and the monies were moved into Key Bank:
 - \$25,000 was deposited into an 11-month CD at 1.60% interest
 - \$41,110.09 was deposited into a Business Gold savings account, with a three-month bonus interest rate of 1.75%

- We will need to create a balanced budget in the near future. D. Newman made a motion (with M. Brown seconding) to add a line to the budget entitled 'Anticipated Grants and Donations' of an amount sufficient to balance the budget. The motion passed unanimously.

Approval of Bills and Treasurer's Report

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

Facilities and Operations

- We are still waiting for some of the study room furniture. Simple dedication plaques will be ordered and mounted on the doors.
- The boilers need to be reset on a daily basis. These new high-efficiency boilers will require regular maintenance, unlike the old boilers. An estimate for repairs/maintenance has been obtained. Leo Roth estimates an annual cost of \$2,150 for maintenance kits; an estimate for similar work will be obtained from Wolf Mechanical. D. Newman made a motion (with T. Pennington seconding) to allocate up to \$2,200 for boiler maintenance. The motion passed unanimously.
- Improved lighting options for the main area of the Library has been investigated. There are two possible solutions: brighter LED bulbs for the pendant lights vs. installation of sconces. A SAM grant has been applied for, with the award to cover HVAC and lighting expenses (still waiting for notice of award). A potential donor has been identified that might be willing to cover the cost of the new LED bulbs, so an estimate should be obtained as soon as possible.
- National Grid has proposed to the Library a plan to replace existing tube fluorescent lights with LEDs. They will fit in our existing fixtures. The Library's portion would cost \$5,56.11, spread out over 12 months in our National Grid bill (\$471.34 per month). If we paid in a lump sum, we would save 10% (\$5,316.43 total). Expected energy savings would be \$200-219 per month.
- The solar agreement has been signed by Director M. Boedicker and returned to the Village. This should result in approximately \$1,300 in savings toward our electrical expenses.
- Shades are being installed in one room at a time by John Rombaut
- There is a potential roof problem. L. Cenci is investigating to see if the warranty is still in effect.

Feasibility Study

A new draft of the MOU has been prepared by Sweden Supervisor Kevin Johnson and submitted to the Board. It has been significantly amended from the previously agreed-upon version, with numerous changes that have not yet been discussed. The Board suggests that we remove the changes and discuss the original MOU. S. Singh made a motion (with D. Newman seconding) to have President T. Pennington approach the municipalities to discuss the original MOU and to table discussion of the new proposal. D. Newman moved (with S. Singh seconding) to amend the motion as follows: the President of the Board is authorized to conclude our agreement with the municipalities regarding the proposed division of building expenses between municipalities and Seymour Library, and to table discussion of the draft MOU from Supervisor Kevin Johnson dated 15 November 2019. The motion passed unanimously.

Local History/Interest Room

No report.

Long Range Planning

A draft of the 2020-2023 Long Range Planning (LRP) report has been submitted to the Board. D. Newman made a motion (with T. Pennington seconding) to adapt the LRP draft as written. The motion was tabled until the next Board meeting.

Marketing

- The Committee will play a large role in bringing the LRP to fruition.
- Trustee M. Zimmer will serve as a liaison to The College at Brockport.
- It has been requested that the mascot becomes operational in time for the 2020 Summer Reading Program. Responsibility for the mascot program has been transferred to Library staff.

Nominating

- Nominations for the Board offices have been generally completed:
 - President: Ms. Taysie Pennington
 - Vice-President: Ms. Marilynn Brown
 - Secretary: Dr. Scott Rochette
 - Treasurer: TBD

- Voting will take place during the December 2019 Board meeting.
- With Sweden Trustee L. Sanford rotating off the Board after the December 2019 meeting, a new Sweden Trustee will need to be appointed. The Board suggests that Sweden appoint a trustee with a sufficient background to serve as Treasurer.

Personnel

No report.

Policies

The Committee will meet on Tuesday, 26 November 2019 at 3:00 pm to discuss the three remaining policies that need attention.

Foundation

No report.

Friends

No report.

Municipal Liaisons

No report.

New Business

None.

Executive Session

None.

Adjournment

At 9:24 pm, S. Rochette made a motion (with M. Brown seconding) to adjourn. The motion passed unanimously.

Next meeting: 18 December 2019, 7:00 pm.

Minutes respectfully submitted by S. M. Rochette.