

Seymour Library Board of Trustees

Meeting Date: 16 October 2019

Approval Date: 20 November 2019

Call to Order

The regular meeting of the Seymour Library Board of Trustees was called to order at 7:02 pm on 16 October 2019 by Board President T. Pennington.

Attendance

Present: LuAnne Cenci, Pat Galinski, David Newman, Taysie Pennington, Scott Rochette, Linda Sanford, Meg Zimmer, and Mike Boedicker (Director)

Absent: Marilyn Brown and Sandeep Singh

Guests: Natalie Burch (staff), Kathy Kristansen (Brockport), Mary Rich (Sweden), Jackie Smith (Clarkson), and Susan Smith (public)

Public Comments

None.

Correspondence

None.

Approval of Minutes

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

Director's Report

Director M. Boedicker presented highlights of his monthly written report:

- The present copier is 12 years old and needs to be replaced. A RFP was issued and Konica-Minolta was the only company to respond. The questions before the board:
 - Should the Library purchase the copier outright or lease it? Leasing would be more expensive overall, but would not lock the Library into a long-term commitment with the machine (life expectancy ~eight years).
 - Should the new copier be outfitted with a Saddle Stitch option for creating booklets?
 - Should the new copier be outfitted with a credit card attachment? Cost for this option is nearly \$5,000 (purchase) or \$108/month (lease). It was determined that customers without cash could pay for their copies at the circulation desk using the current credit card setup.
 - What should the Library do with the old copier? The idea of selling it at auction was discussed and will be investigated further.
- **L. Cenci** made a motion (with S. Rochette seconding) to purchase the copier without the Saddle Stitch option. The motion passed unanimously.

Director's Report (continued)

- There are two applicants who submitted materials by deadline for the Adult Services Librarian position recently vacated by Abby DeVuyst.
- There are shelves and pieces of furniture that need to be discarded. The Board will need to devise a policy for the disposal or selling of items no longer needed by the Library.
- There continues to be confusion regarding liability insurance coverage for Board members and the Library Director. Board members from the Towns of Clarkson and Sweden are supposedly covered by the liability policies of their respective towns, while neither Brockport Board members nor the Library director are covered by the Village policy. Director M. Boedicker has contacted Churchville Insurance (the Library carrier) to inquire about a liability insurance policy that covers the Director and all Trustees (cost TBD). D. Newman made a motion (with L. Cenci seconding) to authorize Director Mike Boedicker to purchase liability insurance for himself and all Board members at a price not to exceed \$2,000 per year, over which the Board would need to reapprove the motion. The motion passed unanimously.

President's Report

None.

Old Business

Standing Committee Updates

Facilities and Operations

- The electronic LED sign can no longer be paid for through the Foundation, as the majority of its funds have been transferred to the Capital checking account. Funding will need to come from other sources. The new proposed sign will be an extension of the current sign, directed toward the building instead of toward the road. The cost of the project will be around \$35,000, which would cover nearly all aspects of purchase and installation. L. Cenci made a motion (with T. Pennington seconding) for the Library to use in-flux funds to purchase the electronic sign. The Town of Clarkson has granted the Library permission to install the sign. It was determined that installation could happen this year as long as the ground had not yet frozen. After much discussion (noting that while a quorum was present, the two absent Board members were not on the Board when this matter was originally introduced), L. Cenci withdrew the motion.
- Wolf Mechanical has completed the Stage 1 and Stage 2 repairs to the HVAC system. They further suggest that we do not have the Stage 3 work completed at this time. In lieu of that, there will be other measures that can be taken to increase HVAC efficiency, which Wolf Mechanical will document for us. These repairs have been paid for by existing Library funds.

Facilities and Operations (continued)

- Improved lighting options for the main area of the Library will be investigated by the Facilities and Operations committee. A SAM grant has been applied for, with the award to cover HVAC and lighting expenses. If the award is received, the Library will be reimbursed for expenses incurred in these areas.
- Kevin Moore (Clarkson Building Inspector) visited the Library on 9 October 2019. Maximum capacity signs will be installed.
- A Solar Intent meeting was held on 19 September 2019. Participation in this project will yield an estimated savings of ~\$1,300 per year (roughly one month of electricity cost). There was a question as to whether the Library should have an attorney approve the agreement before it is signed. L. Cenci (a retired paralegal) examined it and told the Board that it was a standard agreement and needs no further approval. L. Cenci made a motion (with D. Newman seconding) to allow Director M. Boedicker sign the Greenspark agreement. The motion passed unanimously.
- The final inspection of the Study Room project took place on 16 October 2019. Very minor issues need to be addressed. The furniture for the rooms has not yet arrived. It was further determined that commemorative plaques could and should be designed and installed by us and not the architectural firm. Director M. Boedicker will contact Lamont Awards and Apparel in Spencerport.
- Shades for the Children's Room and the Story Tower have been selected. Similar shades for the Duryea Room have proven problematic. A combination of blackout curtains and fabric shades was proposed. It was also determined that the staff and director should make the final decision regarding this matter.
- There is a potential roof problem. The Committee will investigate to see if the warranty is still in effect.

Feasibility Study

- A meeting of the Mayor of Brockport, the Supervisors of Clarkson and Sweden, and the Library took place on 16 October 2019 to discuss the outcome of the municipal agreement and the liaison decision. All parties are in agreement.
- A Memorandum of Understanding (MOU) to partition responsibilities will be prepared by 31 December 2019, and the new arrangement should be in place by 1 January 2020.
- The Foundation of the Seymour Library transferred nearly all money (with interest) back to the control of the Library Board of Trustees. The Foundation has approximately \$35,000.

Feasibility Study (continued)

- Clarkson will no longer be sending a Liaison to Board meetings, in lieu of requiring a Clarkson Trustee to attend monthly Town Board meetings. The Village of Brockport and the Town of Sweden will ask that a Library Board Trustee attend their meetings once a month. In addition, financial reports will be sent to all three municipalities.

Financial

- October bill signers: L. Cenci and M. Zimmer
- November bill signers: P. Galinski and M. Zimmer
- It was noted that the Library used significantly more electricity (~1,200 KWh) compared to this time last year. It was hypothesized that ongoing HVAC issues and construction could be the culprit.
- Leisa Strabel (Sweden) has agreed to serve as the Library Treasurer for one year starting 1 January 2020. Subsequent Treasurer duties will rotate among the municipalities. Treasurer duties will include oversight of investments and financial reports, along with bank statement reconciliation.
- The Library received a \$1,000 donation from Assemblyman Stephen Hawley. A thank-you note was sent.
- The Library will create a reserves fund (~\$105,000). M. Zimmer made a motion (with D. Newman seconding) to transfer Foundation proceeds into the Key Bank checking account. The motion passed unanimously. L. Cenci made an addition to the motion (with D. Newman seconding) that Sandeep Singh and Margaret Zimmer have signature authority on the Key Bank account. The addition to the motion passed unanimously.
- The existence of a credit card usage policy was discussed. It is possible that such a policy is part of the purchasing policy. This will be investigated further.
- The proposed 2020 Library budget has been submitted.

Approval of Bills and Treasurer's Report

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

Local History/Interest Room

No report.

Long Range Planning

- The Committee met on 16 October 2019. The Committee reviewed: data from the Staff and Trustee focus groups on library values, the results from a survey conducted during the recent book sale, and data analyzed from a 2018 online survey conducted by the Marketing Committee.
- Using formats and information from the New York State Library-New York State Education Department (nysl.nysed.gov) and the American Library Association (ALA), the Seymour Library's current long-range strategic plan (in effect until 2020), the Committee worked on the mission statement, vision statement, and core values.
- The Committee discussed the data and information reviewed throughout the year, including post card campaign results, the Bonadio report, a long-range planning webinar, subcommittee meetings, etc., and decided that there is sufficient information at this time to write the long-range plan. A draft of the long-range plan will be completed in November 2019, with expectation for final approval by December 2019.

Marketing

- The Committee met for the first time in several months recently. The focus of subsequent meetings will be to evaluate Library presence at community events.
- Kathy Chestnut has expressed frustration with people who fail to show up for library programs after they've registered, as it often takes away opportunities from others. Natalie Burch commented that no-shows are regular occurrences at her programs. It has been suggested that the Policy Committee develop a policy regarding no-shows.

Nominating

- Nominations for the Board offices of President, Vice-President, Secretary, and Treasurer will be made in November 2019, with voting to take place during the December 2019 Board meeting.
- L. Sanford will contact individuals to determine interest in serving in these positions. Alternatively, interested Board members may contact L. Sanford directly about their intentions.

Personnel

No report.

Policies

The Sexual Harassment policy has been revised to cover every conceivable (so to speak) possibility, and covers patrons, staff, and Trustees. D. Newman made a motion (with L. Cenci seconding) to approve the Sexual Harassment policy. The motion passed unanimously.

Foundation

See Facilities and Operations and Feasibility Study sections.

Friends

No report.

Municipal Liaisons

There will be occasional meetings between the Library Director, the Board President, and the municipal leaders.

New Business

None.

Executive Session

None.

Adjournment

At 8:50 pm, L. Cenci made a motion (with S. Rochette seconding) to adjourn. The motion passed unanimously.

Next meeting: 20 November 2019, 7:00 pm.

Minutes respectfully submitted by S. M. Rochette.