

Seymour Library Board of Trustees

Meeting Date: 18 September 2019

Approval Date: 16 October 2019

Call to Order

The regular meeting of the Seymour Library Board of Trustees was called to order at 7:01 pm on 18 September 2019 by Board President T. Pennington.

Attendance

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

Absent:

Guests: Mary Rich (Sweden), Jackie Smith (Clarkson), and Susan Smith (public)

Public Comments

None.

Correspondence

None.

Approval of Minutes

L. Cenci made a motion (with L. Sanford seconding) to accept the minutes of the August 2019 meeting. The motion passed unanimously. The Secretary thanks L. Cenci for recording the August 2019 meeting minutes in his absence.

Director's Report

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

- He attended meetings with:
 - the Library staff (22 August 2019)
 - HVAC contractors (9 and 17 September 2019)
 - the municipalities regarding the Library budget (Clarkson, 10 September 2019; Brockport, 16 September 2019; Sweden, 17 September 2019)
 - Friends of Seymour Library (16 September 2019)

- Jeannine Waldow (staff) discussed the results of the mascot vote; it was very close between the sloth and the dragon, but ultimately the dragon was selected. The sloth costume was proving difficult to create and could potentially be too scary for children. D. Newman made a motion (with L. Sanford seconding) to adopt Seymour the Dragon as the library mascot. The motion passed unanimously.

- He noted the Library was continuing to have HVAC issues (see Facilities and Operations).

Director's Report (continued)

- Circulation is up slightly (1.3%) compared to August 2018.
- A meeting was held regarding the purchase and installation of the electronic LED sign (see Foundation).
- Director M. Boedicker was interviewed by Doug Hickerson for the *West Side News*. The interview will run on either 22 or 29 September 2019.
- Adult Services Librarian Abby DeVuyst is leaving on 30 September 2019. The job description and salary range are being updated.
- Trustee L. Cenci and former Director D. Mancuso cleaned the staff kitchen on 16 September 2019. Thank you so much for your efforts!
- The status of SAM Grant 9312 is unknown at this time. At last check it was stuck in the State Senate Finance Committee. \$50,000 was requested (\$30,000 for HVAC, \$20,000 for LED lighting).

President's Report

T. Pennington noted that due to the length of recent Board meetings, she would attempt to streamline the meeting procedure.

Old Business

Standing Committee Updates

Financial

- September bill signers: L. Cenci and M. Zimmer
- October bill signers: L. Cenci and M. Zimmer
- D. Newman made a motion (with L. Cenci seconding) to resolve that Sandeep Singh and Meg Zimmer are signatories on all current and future Key Bank accounts. The motion passed unanimously.
- M. Zimmer made a motion (with D. Newman seconding) to resolve that Director Mike Boedicker be placed on all accounts from Key Bank, Citizens Bank, and Five Star Bank. The motion passed unanimously.

Financial (continued)

- The Sweden Town Board asked the Library about how it could increase revenue. After some discussion, it was suggested that hold fees could be reinstated. It was noted, however, that hold fees are not the norm in this area. Another suggestion was the establishment of a custodial fee for the use of meeting rooms by for-profit entities.
- It has been determined that the Library is anticipating a savings of \$16,000 from insurance, and an additional \$6,500 in savings via the solar project. As such, the requested 2020 Library budget will be reduced by \$22,000.
- S. Singh and M. Zimmer are currently revising the 2020 Library budget, with an anticipated completion date of 1 October 2019. Meetings to discuss the proposed budget will be scheduled with the municipalities.
- Legal liability insurance from each municipality covers Trustees appointed from said municipality, but does not cover the Library Director. Such coverage will be investigated.
- Assemblyman Stephen Hawley provided the Library with a \$1,000 gift as part of a program that donated to all the libraries in his Assembly district. The Director will compose a thank-you note for Assemblyman Hawley, and the use of the gift will be determined in the future.
- HVAC work performed on 17 May 2019 was classified as repair as opposed to maintenance, and as such should be covered by the municipalities. The Director will ask the municipalities to reimburse the Library for the cost of the repair.

Approval of Bills and Treasurer's Report

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

Facilities and Operations

- Heating of the building is not possible as of this writing. The Honeywell controllers crashed some time ago, and was not discovered until recently. Two companies were contacted for quotes to repair the system: Wolf Mechanical Service and Leo J. Roth Corporation. Quotes were prepared for a simple fix and for fully automatic control. Wolf Mechanical Service would provide an open protocol, while Roth would use a proprietary system. Parts for the Wolf system would require 1 to 1.5 weeks to obtain, with installation taking 2-3 days. The total cost for stages 1 and 2 of the Wolf system would be \$12,000. Additional (optional) Stage 3 work (cost \$8,800) would make the system more efficient and automatic. By comparison, the costs for Leo J. Roth would be \$7,750 for Stage 1 and \$24,620 for Stage 2. The SAM grant would cover the cost of the optional Stage 3 work by Wolf Mechanical if it were awarded. If not, perhaps the municipalities would cover the cost, as they propose to take responsibility of capital elements in 2020.
- L. Cenci made a motion (with M. Zimmer seconding) to hire Wolf Mechanical Service to install Stage 1 and Stage 2 fixes. D. Newman (with M. Brown seconding) to amend the motion, pending clarification of warranty coverage. The amended motion passed unanimously.
- LED lights were discussed. The current lighting (which may be LED) is not bright enough. The SAM grant is stalled as of this writing, but the Foundation has some money earmarked for LED lighting.
- Chad Fabry has prepared a useful life report for the Library building. He would be willing to come to a Board meeting to explain his findings and answer any questions. The Board would like to have a prioritized list of issues. Board President T. Pennington will ask Mr. Fabry if he would be willing to attend the next Board meeting.
- The blackout shades for the three windows in the Duryea Room have arrived, but are too wide for the windows. They will be taken to Home Depot to be cut to the proper width. Six window shades for the Children's Room will be ordered from Lowes. Three possible selections are available, with a significant range in price. The recent Schmitt donation will cover the cost of even the most expensive choice. The staff will be consulted for more information before a choice is made.
- Mike Konopka, architect for the Study Rooms project, noted that the carpets in the study rooms are not an exact match to the carpet in the Local History Room. Board members felt this was acceptable as a change would further delay opening of the study rooms. The next steps for the project: replace one of the door handles, cover the punch list, and final cleanup. Furniture for the study rooms should arrive by mid-October.

- The old vending machine (currently residing in the Duryea Room) is awaiting pickup from the providing company (located in Buffalo). They inform us that they will pick it up “the next time they’re in Brockport.”

Facilities and Operations (continued)

- The new vending machines are not working properly.
- A solar intent meeting with Greenspark will be held at 11:00 am 19 September 2019 at the Village Hall.

Feasibility Study

- A division of building expenses was proposed by the municipalities, to take effect in 2020. The municipalities would be responsible for capital elements of the Seymour Library building, including replacement, maintenance, and repair. Such proposed capital elements include:
 - Driveway and parking lot
 - Exterior walls and roofing
 - Plumbing
 - HVAC
 - Electrical
 - Windows and doors
 - Sprinkler system
- Proposed expenses for which Seymour Library would be responsible include:
 - Taxes
 - Insurance
 - Mowing, landscaping, and lawn care
 - Light bulbs
 - Painting
 - Cleaning
 - Inspections
 - Trash removal
 - Utilities
 - Network cabling and IT
 - Furnishings
 - Any and all other items not specifically designated as capital elements
- The Board will need to consider the breakdown of expenses in order to determine whether to accept the proposal or to ask for amendments. Possible amendments include:
 - to establish that painting and cleaning of INTERIOR spaces will be the responsibility of Seymour Library, with exterior work considered a capital element

- insurance that covers the building itself (i.e., physical structure) would be the responsibility of the municipalities

Feasibility Study (continued)

- A subcommittee will consider the proposal in the very near future, and propose amendments. An attorney will examine the final document, whose fees will be paid by the Seymour Library Foundation.
- A reserve fund has been established, with Brockport and Sweden contributing. Clarkson's contribution will be forthcoming.
- The establishment of an external Treasurer has been proposed by the Bonadio report, and is being considered by the Board. The Town of Sweden and Sweden Finance Director Leisa Strabel have agreed to have her serve in this role. The Library Board has to agree upon the duties of the Treasurer, and will consult the Library Trustee Handbook for the specific definition.
- D. Newman made a motion (with M. Zimmer seconding) to accept the offer from the Town of Sweden to appoint Leisa Strabel as Library Treasurer through 31 December 2020. The motion passed unanimously.

Local History/Interest Room

No report.

Long-Term Planning

- A staff focus group will be conducted by Ron Kirsop on 19 September 2019, 8:30-9:30 am.
- A Board focus group will be conducted by Ron Kirsop on 25 September 2019, 6:30-8:30 pm.
- Postcards have been sorted and tabulated. Data and information will be emailed to the board. Should these data be sent to the municipalities?

Marketing

Next meeting: 7 October 2019, 10:30 am.

Nominating

Nominations for all offices will be held in November, with elections in December. We will need a nominee for 2020 Vice-President. We will likely need a new President in 2021.

Personnel

No report.

Policies

- Next meeting: 24 September 2019, 10:00 am.
- A policy regarding formal meetings with municipal leaders and/or board members should be implemented.

Foundation

The LED sign has been approved by Clarkson Town Board. It will be an extension of the current sign. Chris Marks will perform the electrical work. It will be installed within eight weeks.

Friends

- President is Lynne Gardner.
- Semi-annual Book Sale from 2-5 October 2019.

Municipal Liaisons

No report.

New Business

Cleaning of the library should happen more frequently than is currently being done. Members of the Board will reach out to the ROTC unit of the College at Brockport for help with this.

Executive Session

At 8:45 pm, M. Zimmer made a motion (with D. Newman seconding) to go into executive session to discuss a trustee policy matter.

At 8:58 pm, D. Newman made a motion (with S. Rochette seconding) to come out of executive session.

Adjournment

At 9:21 pm, D. Newman made a motion (with S. Rochette seconding) to adjourn. The motion passed unanimously.

Next meeting: 16 October 2019, 7:00 pm.

Minutes respectfully submitted by S. M. Rochette.