

SEYMOUR LIBRARY
Minutes of the Board Meeting Held on
17 February 2015
(Approved Minutes)

Roll Call and Attendance:

Present: C. Gouveia (Director), L. Sanford, L. Gardner, M. Marone, C. Wilcox, D. Brannigan, S. Rochette, L. Cenci (President), S. Bakshi

Absent: W. Borowiec

Guest(s): Katherine Kristansen, Village Liaison and Jackie Smith, Clarkson Town Board

Call to Order:

The meeting was called to order at 7:00 p.m.

Approval of Previous Minutes:

1-20-15 Meeting Minutes: S. Bakshi MOVED to approve the amended minutes. L. Sanford SECONDED the motion and the motion was CARRIED.

It appears it will be necessary to realign some of the Board Committees. L. Gardner will include the current committee assignments **in the Approved January 20 minutes**. All board members should check and consider their assignments.

Director's Report:

C. Gouveia shared some highlights from his monthly report. B. Albone and L. Carpenter came in with an engineer from IRR Supply to troubleshoot an issue with one of the boilers. A fan had seized and a new fan has been ordered. (The fan is under warranty.) B. Albone has finished installing the new boilers. M. Marone will have J.P., Clarkson building inspector, check the new boilers. Once he has approved the installation, the final 10% owed to Albone will be sent.

The new magazine racks are up. One of the new features for Carl X had some bugs but it should be fixed by now.

C. Daily raised \$600 at her BRATS sleepovers for the Teen Book Festival.

A. Westfall sent out a number of press releases including: BISCO receiving the Donor of the Year Award, Debbie Cody receiving the Volunteer of the Year Award and the Library receiving the Greater Brockport Chamber of Commerce Beautification Award.

C. Gouveia met with Senator Robach. C. Gouveia also met with one of Assemblyman Hawley's aides. Assemblyman Hawley will be using the Seymour Library as a satellite office every Wednesday from 10-1. The library will be letting the public know about this. The Library's first eNewsletter went out.

Tri Delta met with the Library staff to discuss our computer needs. We have a grant from Senators Robach and Maziarz for new equipment and software. Tri Delta will be purchasing our new computers using our N.Y. Contract number. They will also purchase and install software on these new computers including Sonic Wall and Deepfreeze. The grant from Senators Robach and Maziarz will cover all our costs.

Requests for Board Action:

L. Cenci MOVED to approve a two week loan period for Multi-Part DVDs. S. Rockette SECONDED the motion and the board APPROVED. C. Wilcox opposed. This loan period change is recommended by MCLS.

L. Sanford MOVED to accept the retirement of Linda Miller effective 1/29/15. L. Gardner SECONDED the motion and the motion was CARRIED. **L. Miller will be missed.**

President's Report:

L. Cenci plans to talk with S. Lavender about solutions to the continued problem of scratches on the Library's newly painted doors.

Financials:

Some of our vendors are continuing to charge us sales tax. We should not be paying sales tax. N. Powell will follow up on this.

M. Marone reviewed and approved the Village bill for Health and Dental Insurance.

M. Marone MOVED to approve and pay the bills as presented. D. Brannigan SECONDED the motion and the motion was CARRIED.

There were no changes to our CDs'. M. Marone moved some additional funds into the Capital Building Account to help cover upcoming History Room Expenses.

There was a discussion about Bank account signatories: Five Star is M. Marone and L. Sanford, Citizens is M. Marone, L. Gardner and S. Bakshi, and 1st Niagara is M. Marone and L. Gardner. L. Cenci will draft a letter to the banks about who should be account signatories. We will be closing our Chase Checking and Savings accounts and moving them to Five Star. All bills are approved by the Board and signed by C. Gouveia or L. Sanford. We are well aware of our own internal procedures but we should provide all the municipalities with a clear explanation of our

financial procedures. S. Bakshi Suggested that a clear policy be enunciated about managing the bank accounts especially who should be authorized as signatories.

M. Marone has not yet received a year-end total for the Shaffer Trust. She will contact the Village.

Bill signers for MARCH are M. Marone and L. Cenci. Please come at 6:30 p.m.

Old Business:

Operational Committee: L. Cenci MOVED to approve the New Procurement Policy. L. Sanford SECONDED the motion and the Board APPROVED.

Strategic Planning Committee: Did not meet.

Local history Room: Notice of bids has gone out. So far 6 contractors have picked up the bid packets. Still more may pick them up. A meeting will be held on 2/18 with the Architect, Board representatives and potential contractors to discuss questions and concerns. Bids will be opened at the Library on 3/11. Contractors pay \$150 for the bid packets. They get the \$150 back if they **do not** submit a bid. There was a lengthy discussion of the advisability of using L. Carpenter as “Clerk of the Works”. We were very pleased with his work on the roof and he has continued to help the Library often in an unpaid capacity. Do we need to bid out this job? It was suggested that the “Clerk of the Works” would be considered a professional service. As such a bidding process would not be required. M. Marone, Simbari (Architect) and L. Carpenter will meet on 2/18.

Executive Session:

At 8:41 L. Cenci MOVED to go into Executive Session to discuss a Personnel Matter, requesting that C. Gouveia stay. S. Bakshi SECONDED the motion and the Board AGREED.

At 9:05 L. Cenci MOVED to come out of Executive Session. S. Rochette SECONDED the motion and the motion was CARRIED

Announcements:

The next Library Friends Book Sale is April 15-18. Board members were encouraged to donate or purchase books or both. The Friends membership drive will also be in April. Senator Ortt will be at the Library on 2/19 for Story Time and to talk with staff.

Adjournment: At 9:11 p.m. L. Cenci MOVED to adjourn L. Sanford SECONDED; the Board APPROVED. The meeting ADJOURNED.

**Bill signers for March are L. Cenci and M. Marone. Please come at 6:30.
The next Board meeting is on 17 March 2015 at 7 p.m.**