

## **Seymour Library Board of Trustees Minutes**

Date: 17 May 2017

### **Call to Order**

The regular meeting of the Seymour Library Board of Trustees Minutes was called to order at 7:00 pm on 17 May 2017 by Board President L. Cenci.

### **Attendance**

Present: Walter Borowiec, LuAnne Cenci, Brigitte Duschen, David Newman, Scott Rochette, Linda Sanford, Christopher Wilcox, Meg Zimmer, and Carl Gouveia (Director)

Absent: Taysie Pennington

Guests: Jeannine Waldow (Staff), Kathy Kristansen (Village Liaison), Mary Rich (Sweden Liaison), Jackie Smith (Clarkson Liaison)

### **Public Comments:**

None.

### **Correspondence:**

None.

### **Approval of Minutes:**

L. Sanford made a motion (with D. Newman seconding) to accept the minutes of the April 2017 meeting. The motion passed unanimously.

### **Director's Report**

C. Gouveia presented his monthly written report outlining various activities and commented specifically on one facilities issue. Boiler pump #1 will need to be replaced; it was previously refurbished, but is now irreparable. On a related note, the HVAC controls and an A/C unit remain potentially problematic.

### **President's Report**

L. Cenci was part of several meetings between the Director and the three municipality leaders regarding our precarious budget scenario. While no additional funds will be forthcoming, these meetings presented opportunities to dispel rumors and raise awareness of the Library budget problems.

## **Old Business**

### Standing Committee Updates

#### **Financial**

1. May Bill signers: L. Cenci and L. Sanford.
2. June Bill signers: W. Boroweic and C. Wilcox

There were issues raised with regard to financial matters:

1. The carpet needed multiple spot cleanings, costing \$500 in total.
2. We are investigating the purchase of a new copier, and looking for quotes. This will likely be a purchase as opposed to a lease (we own the current machine). The current machine was purchased by the Friends, and plan to ask the Friends to purchase the new one.

#### **Approval of Bills and Treasurer's Report**

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

#### **Nominating**

No report.

#### **Facilities/Operational**

See Director's Report.

#### **Strategic Planning / Management**

No report.

#### **Marketing**

No report.

#### **Friends:**

1. The Spring Book Sale netted \$2751.50, a record. The status of the remainders was also discussed: children/YA leftovers are brought to Oak Orchard, while the rest are brought to Goodwill. Consideration will be made for other outlets.
2. The Friends funded prizes for the Summer Adult Reading Program, the purchase of a multimedia cabinet, and a local newspaper ad for the part-time cleaner position.

3. The Friends will be holding another fabric and yarn sale on 10 June 2017.

## **Policy**

No report. However, it has been suggested that this committee meet in the near future as many policies and procedures need to be reviewed.

## **New Business**

Jennifer Hecker, an art professor from the College at Brockport, has been contacted to design a donor wall. She would like to meet with the Board in June regarding an idea for the wall.

The Library's annual financial report was submitted 26 April 2017.

A lengthy discussion of the tenuous financial scenario ensued. The following are the highlights:

1. A revised austerity budget was prepared and approved by the Financial Committee. According to them, our funding level is about 6% below New York State Education Board guidelines.
2. C. Gouveia has reduced his workload to 35 hours/week, with a commensurate reduction in salary. Some PT staff will see reduced hours, but their benefits will remain intact.
3. The PT cleaner (to be hired) will work three days a week for a total of nine hours.
4. Overall, the Financial Committee was able to reduce the budget by \$57K, but we are still \$17K above what we need to be.
5. Library hours will be reduced from 56 to 48 per week. A survey will be taken to determine the most 'appropriate' times to close. At the moment it appears that Wednesday and Thursday afternoons are the slowest times. A decision will be made by mid-June.
6. Several revenue-generating ideas were proposed, including:
  - a. After Hours funds will no longer be restricted
  - b. Installation of a gumball machine (in spite of the obvious negative consequences)
  - c. Installation of a Red Box machine for new movies
  - d. Installation of a donation box
  - e. Initiation of a Capital Campaign to defray facilities expenses (e.g., HVAC issues)

Upon close of discussion, D. Newman made a motion (with W. Boroweic seconding) to accept the revised budget. The motion passed unanimously.

## **Executive Session**

None.

### **Adjournment**

At 8:11 pm, a motion was made by W. Boroweic to adjourn. The motion was seconded by S. Rochette, and it was unanimously approved.

Next meeting: 21 June 2017, 7:00 pm.

Minutes respectfully submitted by S. Rochette.