

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

Date: 15 November 2017

### **Call to Order**

The regular meeting of the Seymour Library Board of Trustees Minutes was called to order at 7:02 pm on 15 November 2017 by Board President L. Cenci.

### **Attendance**

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

Absent: None.

Guests: Abby DeVusyt (staff), Kathy Kristansen (Brockport Liaison), Mary Rich (Sweden), Jackie Smith (Clarkson Liaison), Susan Smith (public)

### **Public Comments:**

None.

### **Correspondence:**

None.

### **Approval of Minutes:**

D. Newman made a motion (with B. Duschen seconding) to accept the minutes of the October 2017 meeting. The motion passed unanimously.

### **Director's Report**

C. Gouveia presented his monthly written report outlining various highlights. Among them:

1. October 2017 numbers (door count, reference questions, etc.) are lower than those of October 2016. It is believed to be partly due to the reduced operating hours.
2. There were two requests for board action:
  - a. L. Sanford made a motion (with L. Cenci seconding) to approve the dates of library closings in 2018. The motion passed unanimously.
  - b. D. Newman made a motion (with L. Sanford seconding) to close the library one hour later on Fridays (6 pm) starting 5 January 2018. The motion passed unanimously.

## **President's Report**

Patricia Hayles was elected to the Sweden Town Board. To avoid a conflict of interest, the Board has decided to stop using her accounting services. The Seymour Library Foundation will no longer use her services as well. A search for a new CPA is underway, to be completed by 1 January 2018. Said CPA should have experience with non-profit organizations, and a local person would be preferred. C. Gouveia will investigate how other area libraries are served.

Due to accountant error, the Seymour Library Foundation lost its 501(c)3 status in May 2018. It will be reinstated retroactively by the end of the year.

## **Old Business**

### Standing Committee Updates

#### **Financial**

1. November bill signers: B. Duschen and C. Wilcox
2. December bill signers: L. Cenci and B. Duschen
3. The Citizens CD was renewed on 19 October 2017, with identical terms.
4. A correction was made to Line 600.000 (Accounts Payable) of the budget: it was corrected from \$11,988.93 to \$25,420.05. The cause of the discrepancy will be investigated.
5. The Shaffer Trust has a current balance of \$1,905.19.

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

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

#### **Nominating**

See New Business.

#### **Facilities/Operational**

Three estimates to replace the boiler pump were obtained (\$3,800, \$5,100, and an estimate not to exceed \$9,500). B. Albone was the cheapest bid. This repair will be paid from the Capital Account.

## **Marketing**

The committee met on 14 November 2017. They noted that they would like to include an insert in Sweden and Clarkson publications that advertises library events.

The committee continued to work with members of the Marketing Department at The College at Brockport to develop a survey to determine how the population served by the Seymour Library receives its information.

There are currently 12 monthly ads published in Westside News (six for fundraising, six for library events). The committee would like to increase the number to 18. A proposal is due to the Friends by 20 November.

## **Friends**

The Friends will meet on 20 November 2017.

## **Policies**

No report.

## **Foundation**

The Ninth Annual After Hours will be held on 18 November 2017, beginning at 7 pm.

## **New Business**

A short discussion regarding the posting of security actions (e.g., active shooter) took place. The consensus was that no such information should be displayed.

Security cameras are in the process of being installed as of this writing. It is hoped that they be fully operational by 18 November 2017.

A discussion regarding the installation of a PA system was broached. It is hoped that a donor would be willing to fund its purchase and installation. It is further hoped that said system could be linked to our existing (20-year-old) phone system. Further discussion focused on the need to have caller ID turned on/installed, as the staff have been receiving prank calls of a puerile nature.

The library building is owned by the three municipalities. The land upon which it resides may also belong to the municipalities. A discussion regarding this knowledge and its potential to leverage shared services ensued. This will be investigated further.

The recent election of new supervisors in Sweden and Clarkson has reinvigorated the issue of creating a library district. Efforts will begin anew in January 2018. Part of the need for such action is the continued misguided notion by the citizenry served by the library that we are no longer in dire financial straits.

## **New Business (continued)**

Brockport Helping Network is attempting to gather information about available services to combat poverty. The library needs to be included in this system. A website ([justserve.org](http://justserve.org)) is part of this effort.

A motion was made by W. Borowiec (seconded by D. Newman) to elect by acclamation the following slate of officers:

Taysie Pennington, President  
LuAnne Cenci, Vice-President (outgoing President)  
Meg Zimmer, Treasurer  
Scott Rochette, Secretary (incumbent)

The motion passed unanimously. Congratulations to the new and incumbent officers.

## **Adjournment**

At 8:15 pm, a motion was made by W. Borowiec to adjourn. The motion was seconded by D. Newman, and it was unanimously approved.

Next meeting: 20 December 2017, 7:00 pm.

Minutes respectfully submitted by S. Rochette.