

Seymour Library Board of Trustees

Date: 17 April 2019

Call to Order

The regular meeting of the Seymour Library Board of Trustees was called to order at 7:00 pm on 17 April 2019 by Board President T. Pennington.

Attendance

Present: Marilyn Brown, Pat Galinski, David Newman, Taysie Pennington, Scott Rochette, Linda Sanford, Sandeep Singh, Meg Zimmer, and Carl Gouveia (Director)

Absent: LuAnne Cenci

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

Public Comments

None.

Correspondence

None.

Approval of Minutes

L. Sanford made a motion (with S. Singh seconding) to accept the minutes of the March 2019 meeting. The motion passed unanimously.

Director's Report

Director C. Gouveia's presented highlights of his monthly written report:

- Director C. Gouveia met with LuAnne and Jim Cenci and a representative of Toth Sports regarding the LED sign project. Toth Sports made several suggestions regarding installation that would save money on mounting and electrical setup. The expected cost would be around \$30,000.
- The Study Room project received numerous bids, most of them under the architect's estimate. Kuitems Construction, Inc. will likely be the company to perform the work.
- Overdrive, the company that provides the Library with e-books and digital audiobooks, will be providing their digital bookmobile for display at the 2019 Brockport Arts Festival on 10 and 11 August 2019. There will be no cost to the Library.

Director's Report (continued)

- S. Rochette made a motion (with M. Zimmer seconding) to approve the appointment of Dori Eisenstat as Librarian I, On-call-Information Desk Substitute starting on 9 April 2019 at \$16.75/hour. The motion passed unanimously.
- S. Rochette made a motion (with M. Zimmer seconding) to approve the appointment of Linda Halliburton as Librarian I, On-call-Information Desk Substitute starting on 11 April 2019 at \$16.75/hour. The motion passed unanimously.
- L. Sanford made a motion (with S. Rochette seconding) to approve the appointment of Alexis Lawrence as Librarian I, On-call-Information Desk Substitute starting on 17 April 2019 at \$16.75/hour. The motion passed unanimously.

President's Report

T. Pennington noted that Adam Standish of the College at Brockport wrote to the Board regarding the 42nd Annual Bob Boozer Golden Eagle Open, a charity golf tournament. He is asking the Library for donations, prizes, and/or sponsorship.

Old Business

Standing Committee Updates

Financial

- April bill signers: L. Sanford and M. Zimmer
- May bill signers: M. Brown and M. Zimmer
- Signatories on the Citizens Bank accounts were updated.

Approval of Bills and Treasurer's Report

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

Nominating

No report.

Facilities/Operational

- A Memorandum of Understanding between the Library and Brockport Community Museum regarding the display of the timeline has been drafted.
- D. Newman made a motion (with M. Brown seconding) to accept the Memorandum of Understanding with Brockport Community Museum. The motion passed unanimously.
- Kuitems Construction, Inc. has been awarded the study room project. The winning bid was \$56,000, plus 10% contingency. This price does not include furniture, but remaining grant funds can be used for this purpose. The project will be completed by 6 July 2019.
- D. Newman made a motion (with P. Galinski seconding) to approve the contract with Kuitems Construction, Inc. to build the study rooms, and to empower Director C. Gouveia to sign the contract. The motion passed, with Trustees Brown, Galinski, Newman, Pennington, Rochette, Sanford, and Zimmer voting to approve, and Trustee Singh abstaining.

Friends

- Balances:
 - Checking: \$8,139.56
 - Savings: \$8,817.42
 - CD: \$10,000.00
- The Spring 2019 Book Sale was held on 3-6 April 2019, with \$2,310 in sales.
- The Friends brochure will be updated.
- Collection for the Fabric Sale (coming in June) will begin in May.
- The proposed merger with the Foundation has been tabled for the foreseeable future.

Marketing

- More postcards will need to be printed.
- Over 150 suggestions for the Library mascot have been received (bookworm is the #1 suggestion to date). Submissions will be collected through the end of April.
- The power map and calendar of events are being worked on.

Policies

Numerous policies were discussed and voted upon:

- D. Newman made a motion (with L. Sanford seconding) to amend Policy 700-1 (Collection Development) to remove the second paragraph from the section labeled 'Popular Appeal/Demand.' The motion passed unanimously.
- D. Newman made a privileged motion to accept Policy 700-1 (Collection Development). The motion passed unanimously.
- D. Newman made a privileged motion to accept Policy 700-2 (Reconsideration of Library Materials). The motion passed unanimously.
- D. Newman made a privileged motion to accept Policy 800-2 (Community Bulletin Board and Display of Free Materials). The motion passed unanimously.
- L. Sanford made a privileged motion to accept Policy 200-4 (Landscape). The motion passed unanimously.

Personnel

Director evaluation forms have been submitted to Staff, Trustees, and Director C. Gouveia. The deadline for submission is 24 April 2019.

Business Consultant

The Business Consultant meeting will take place at 7:00 pm on 30 April 2019, at the Sweden Town Lodge.

Municipal Liaisons

- Clarkson Liaison J. Smith would like to provide veteran-related materials for the Local History Room in November.
- Village Liaison K. Kristansen informed the Board that BISCO would like to provide posters from previous Brockport Arts Festivals for display in the Local History Room in August.
- Sweden Liaison M. Rich informed the Board that the unveiling of the Splash Pad at Sweden Town Park will be at 11:00 am on 8 June 2019.

Foundation

- The Foundation would like to hire a designer to revamp the Library web site.
- Mike and Linda Schaffer visited libraries in North Carolina and discussed their findings.

Long-Term Planning

- The Committee met in late March, and attended a webinar regarding planning, which suggested that any strategic plan should be flexible enough to account for emerging technology. The Committee is considering a hybrid approach to the strategic plan, a combination of traditional and flexible approaches.
- Director C. Gouveia suggested that the Committee should hire a consultant to help with the development of a long-term plan. It is believed that the Foundation would be asked to cover the cost of such activity.
- P. Galinski made a motion (with D. Newman seconding) to hire Ron Kirsop as a long-term planning consultant, at a cost not to exceed \$3,000. D. Newman then made a motion (with P. Galinski seconding) to amend the previous motion to append 'pending financing.' This motion passed unanimously. S. Rochette made a motion (with M. Zimmer seconding) to approve the amended motion. This motion passed unanimously.

Local History/Interest Room

- There has been a great response to the Girl Scout displays. Local Girl Scout troops will be providing displays in 2020.
- The next featured display will feature pipe cleaner art created by Andrew Daily (son of former Teen Services Librarian Chris Daily).
- Spotlight for June will feature the Brockport Rowing Club. Materials are being sought.

New Business

It has come to the attention of the Board that Theresa Alano is intending to run for Supervisor of the Town of Clarkson. The Board is concerned about the appearance of accepting the proceeds from her intended raffle of the Clarkson Bicentennial quilt. Many suggestions were discussed. Ultimately it was decided that President T. Pennington will express the Board's concerns with Ms. Alano, and ask that she sell raffle tickets on her own, and to decide what she would like to do with the proceeds.

Executive Session

None.

Adjournment

At 8:43 pm, D. Newman made a motion (with S. Rochette seconding) to adjourn. The motion passed unanimously.

Next meeting: 15 May 2019, 7:00 pm.

Minutes respectfully submitted by S. M. Rochette.