

## Seymour Library Board of Trustees Approved Minutes

Date: 04/19/2106

### Call to Order

The regular meeting of the Seymour Library Board of Trustees Approved Minutes was called to order at 7:00 pm on 04/19/2106 by Board President LuAnne Cenci.

### Attendance

Present: David Brannigan, LuAnne Cenci, Brigitte Duschen, Taysie Pennington, Scott Rochette, Christopher Wilcox and Carl Gouveia (Director)

Absent: SriRam Bakshi Walter Borowiec, (Medical Leaves), Linda Sanford

Guests: Katherine Kristiansen, Village of Brockport Liaison

**Public Comments:** none

### Approval of Minutes

After review, and with a motion from S. Rochette seconded by B. Duschen the minutes of the 03/15/2016 meeting were unanimously approved.

### Approval of Bills and Treasurer's Report

After review, and with a motion from D. Brannigan, seconded by C. Wilcox the Treasurer's Report and payment of bills were unanimously approved.

### Director's Report

1. C. Gouveia highlighted the increase in numbers of most of the categories in the Annual Report he is submitting.
2. Nine facilities issues such as noisy pumps in the heating system were addressed and corrected where possible.
3. Six meetings were attended
- 4, Library Personnel and Volunteers: Staff submitted service reports and attended a 3/17 meeting. Information desk staff met with the Director on 4/7
5. Gifts Fundraising and Grants. A yoga class will be held as a fundraiser on 4/30
6. Patron issues. Petty theft of Bookmark and coffee funds were addressed
7. Public Relations and Outreach. The Director continues to represent library in the community by participating in such activities as the Bill Cody blood drive
8. Technology- book scanner in the Local History room was recalibrated
9. Continuing Education- attend CARL training
- 10 Board Action Requested
  - a. Accept the resignation of Emily Centrone. Library Clerk.

With a motion made by L. Cenci, seconded by S. Rochette the motion was unanimously approved.

- b. Approve the appointment of Ceola Lester-Bacot as Library Clerk, Part Time, Circulation as of April 21, 2016 at \$10.25/hr.

With a motion made by S. Rochette, seconded by B. Duschen the motion was unanimously approved.

- c. Request a motion to close early on Friday, August 5, 2016 at 3pm for the annual summer Reading Finale Party.

With a motion made by T. Pennington, seconded by B. Duschen the motion was unanimously approved.

- d. Request a motion to approve the 2015 NYS Annual Report.

With a motion made by L. Cenci seconded by S. Rochette the motion was unanimously approved

### **Old Business**

Standing Committee Updates

#### **Financial:**

The well attended April book sale garnered \$1933.10 that will be used to fund the summer reading program.

Board Action Requested:

Motion: L. Cenci requested that an external audit be performed since we have appointed a new CPA.

With a motion made by C. Wilcox, seconded by S. Rochette the motion was unanimously approved

**Nominating:** no report

**Operational:** D. Brannigan reported on the 4/19 Village Board meeting at which the Village attorney agreed to the changes to the solar park MOU that the Library and Fire District proposed; since the use of historical KWH usage makes a go it alone position untenable for the Village

**Personnel:** no report

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

Board Action Requested

Motion: L. Cenci distributed a draft of a By-Laws revision and requested that it be discussed at the May 17 Board Meeting.

With a motion made by L. Cenci, seconded by C. Wilcox the motion was unanimously approved

### **New Business**

No Board Action Requested; K. Kristiansen asked to address the Board about political issues in the Village of Brockport that could impact the library.

#### **Executive Session if necessary**

At 8:20 pm C. Wilcox Moved to go into Executive Session to discuss a personnel issue. D. Brannigan Seconded the Motion and the Board Approved.

At 8:40 L. Cenci Moved to come out of executive session. C. Wilcox Seconded the motion and the Board agreed.

#### **Adjournment**

Meeting was adjourned at 8:45 by L. Cenci

Minutes submitted by: D. Brannigan

**Bill Signers for May 17 are L. Cenci and L. Sanford**