

**Seymour Public Library District
Board of Trustees Meeting
January 21, 2016**

Present: Lisa Carr, Kathleen Carnes, Ellen DelloStritto, Nancy Karpinski, LarryLiberatore, Pat Messina, Mike Trapani, Joan Smrtic, Ginny Kent
Excused: Sue Ahner

The meeting was called to order at 5:35 PM.

1. Consent Agenda

- **Minutes of December 15, 2015 meeting**
- **Finance Committee Report**
- **Director's Report**

No other Committee reports were submitted.

Ginny Kent made a motion, seconded by Mike Trapani, to accept the Consent Agenda as submitted. Unanimous approval.

2. Action Items

- **Annual Meeting:**
 - **Elect Officers:**
 - **Nomination of Officers:** The following slate of officers was nominated by Nancy Karpinski and seconded by Ginny Kent: Pat Messina, President; Ellen DelloStritto, Vice President; Sue Ahner, Treasurer; Joan Smrtic, Secretary. Unanimous approval.
 - **Election of Officers:** Nancy Karpinski made a motion, seconded by Mike Trapani, for the election of the above slate of officers as listed. Unanimous approval.
 - The Board will look at the current language in the By-Laws governing Board elections and will explore the desirability of establishing a Nominating Committee for future Board elections. Ginny will check into the term limit issue. Discussion at the next meeting.
 - **Contact Information for Board members:** Lisa distributed a chart and asked each Trustee to check his/her information and let Lisa know of any discrepancies.
 - **Conflict of Interest Statements:** Each Trustee present completed and signed his/her annual Conflict of Interest Statement and returned them to Lisa. Lisa will follow up with Sue Ahner (absent).
 - **Authorize payment in advance for utility and postage:** This must be authorized in advance annually by the Board of Trustees, per the office of the New York State Comptroller. Pat Messina made a motion, seconded by Larry Liberatore, to authorize payment in advance for utility and postage payments. Unanimous approval.
 - **Authorize annual contracts:** Per the Office of the NYS Comptroller, the Board of Trustees is required to annually authorize contracts for equipment and services. Lisa will create a listing of current contracts, including those that span more than 1 year, and will email it to the Board, for discussion at the next meeting. She will be exploring options for postage – she will contact Pitney Bowes to question their recent proposal to extend the current lease of the postage machine for 51-months at a significantly higher monthly rate. The Board will also discuss the extent of Lisa's authority to sign annual contracts and the Board's responsibility to oversee such contracts. **No action taken.**
- **Approval of Financial Statements (including Fines & Fees summary):** The Finance Committee reviewed December's financial statements, found them to be in order and recommends for their approval as presented. Mike noted that 2015 began with a \$12,000 deficit and ended with a \$46,000

surplus. **Mike Trapani made a motion, seconded by Larry Liberatore, to approve the December 2015 Financial Statements, including the Fines & Fees Summary, as presented. Unanimous approval.**

- **Approval of Claims:** The December claims have been reviewed per procedure, and the Finance Committee recommends their approval. **Mike Trapani made a motion, seconded by Pat Messina, to approve the December 2015 Claims as presented. Unanimous approval.**
- **Volunteer Policy (2nd reading):** At the December meeting, the Policy Committee shared a draft of the Volunteer Policy (see attached) and forms created for prospective volunteers to complete. Trustees had been asked to review the Policy and contact the Committee Chair with any comments or suggestions prior to this meeting. **Ginny Kent made a motion, seconded by Pat Messina, to approve the Volunteer Policy as presented. Unanimous approval.**
- **Oath of Office (for newly elected Trustees):** Pat Messina (Owasco) has signed her Oath of Office at the Cayuga County Treasurer's Office. Larry Liberatore and Kathleen Carnes (Sennett) must do so by 1/31/16.
- **NYS Annual Report (submission due 2/16/16):** Lisa is working on the annual report that must be submitted to the State prior to the next regular Board meeting. The Board will hold a special meeting on Wed. February 10 at noon to approve the NYS Annual Report. This vote requires a quorum (Sue Ahner and Kathleen Carnes will be unavailable), so all remaining Trustees were asked to attend. Lisa will electronically share a PDF of the report prior to 2/10.
- **History Room Move:** Five bid proposals were received, ranging from \$123,000-\$185,000. \$147,000 in grant monies have been received for this project. The lowest proposal was rejected because it lacked a list of subcontractors. The second lowest bid of \$159,000 from Bouley Associates was accepted (approximately \$129,000 for the project plus \$30,000 max for asbestos abatement). Since full asbestos abatement will likely not be necessary (there is no friable material and what asbestos there is can be encapsulated), it's anticipated that the actual total cost may be less than \$159,000. Lisa will send a PDF of the bid to all Trustees. The project will start in early February and be completed by June 2016. The Foundation, as owner of the building, is taking appropriate steps re: insurance and bond. Lisa and administrative staff continue to work out the logistics and steps the staff must take prior to and during the project. **Larry Liberatore made a motion, seconded by Pat Messina, to accept the proposal for the history room move from Bouley Associates, for a maximum cost of \$159,000. Unanimous approval.**
- **Collections Management Policy (1st reading):** Lisa shared the draft of this policy that must be in place by March 2016 in order to apply for grants and do preservation & restoration work. Trustees are asked to be review the draft and be prepared for a vote at the February meeting.
- **Employee Handbook revisions:** Tabled until February meeting.

3. Discussion Items:

- **2016 Schedule of Board of Trustees' monthly meetings: The following dates were set and will be publicly posted. Meetings will be held on the following Tuesdays at 5:30 PM:**

February 23	May 24	August 23	November 15
March 22	June 28	September 27	December 13
April 26	July 26	October 25	

(All are fourth Tuesdays, except for November & December due to holidays.)

- **2016 Committee Meeting Schedule:** Chairs were asked to provide their committee meeting dates to Lisa for public posting.
- **Review of Employee Roster:** The Board of Trustees reviewed the Employee Roster provided by Lisa to meet the annual review requirement, per NYS Comptroller's Office.
- **1.25% COLA for all staff:** The hourly rates on the Employee Roster include at least a 1.25% COLA for all employees across the board. Lisa explained that four employees will receive more than the 1.25% increase, due to a provisional appointment (1), a promotion (1), and a raise for 2 employees whose hourly rate is very close to the minimum wage level. Approximately \$7,000 has been budgeted to cover these increases. **Ginny Kent made a motion, seconded by Ellen DelloStritto, to approve the 1.25% COLA for all staff, retroactive to 1/4/16. Unanimous approval.**
- **CIPA/E-Rate Funding:** Tabled to February meeting. Lisa will be discussing this with FLLS Technology consultant on 1/22.
- **Some Upcoming Events:**
 - **January 30: Tech Day at SPLD:** There will be tech help and a "tech zoo". Also Lisa has borrowed a 3-D printer from FLLS (for a month).
 - **February 26:** Reception re: Second Chapter Room, including recognition of funders.
 - **March 2: Advocacy Day in Albany.** If anyone is interested in attending, let Lisa know.
- **Financial resources & the budget:** The Foundation is looking into establishing a Capital Reserve Fund, in light of anticipated costs for major maintenance and renovation costs. The Foundation's annual support percentage will likely be reduced by the amount it allocates to this Fund each year.
- **Grants from Foundations:** The French and Metcalf Foundations have donated \$12,000 to be used toward the cost of establishing access points for the new wireless network. \$10,000 from the Emerson Foundation will be used to redo the SPLD website – quotes are being solicited. The Trustees thank these Foundations for their generous support.

4. Comment from the public: None

The meeting was adjourned at 6:55 PM (DelloStritto/Kent).

Respectfully submitted:

Joan Smolic, Secretary

Next Regular Meeting: The Board of Trustees will meet on Tuesday, February 23, 2016 at 5:30 PM.

Seymour Public Library District

Volunteer Policy

The Seymour Public Library District Board of Trustees recognizes that volunteers are a valuable resource for the Library. Volunteers enhance, rather than replace, adequate staffing. Library volunteers are coordinated by the Director, or designee, and must be at least thirteen (13) years of age. Each volunteer must complete the Library's "Volunteer Application". Volunteers may be interviewed to determine interest, availability and experience.

Volunteers are bound by the rules contained in all Library policies and guidelines, especially those that relate to patron privacy and confidentiality. Seymour Public Library has the right to terminate a volunteer's working association with the Library at any time.

The Library accepts volunteers required to perform community service, as well as students required to perform service for specific programs.