

**Seymour Public Library District
Board of Trustees Meeting
February 23, 2016**

Present: Lisa Carr, Kathleen Carnes, Ellen DelloStritto, Ginny Kent, Larry Liberatore, Pat Messina, Mike Trapani, Joan Smrtic

Excused: Sue Ahner, Nancy Karpinski

The meeting was called to order at 5:38 PM.

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
Minutes of 1/21 regular meeting Minutes of 2/10 special meeting Policy Comm. Personnel Comm. Director's Report	Secretary noted 2 corrections to the minutes: 1/21: Add Ginny Kent's name to attendees; 2/10: Change Ginny Kent's status to "excused". No other additions/corrections to consent agenda items.	Motion to accept changes to Consent Agenda (Messina/Carnes); Unanimous approval. Motion to accept Consent agenda as corrected (Carnes/DelloStritto); Unanimous approval.
ACTION ITEMS		
Approval of Financial Statements (including Fines & Fees Summary)	Financial statements (including Fines & Fees Summary) for January 2016 have been reviewed and appear in order. Approval recommended by Finance Comm. Chair.	Motion to accept financial statements (including the Fines & Fees Summary) for January 2016 as submitted (Kent/Messina); Unanimous approval.
Approval of Claims	Claims for January 2016 have been reviewed per procedure. Approval recommended by Finance Comm. Chair.	Motion to accept claims for January 2016 as submitted (Trapani/ DelloStritto); Unanimous approval.
Change re: Paid Time Off (PTO) for new employees	Per Section 806 of the Employee Handbook: Twelve months' minimum service is required for all new part-time employees to start taking accrued Paid Time Off (PTO). Issue: When the anniversary date occurs late in the year, all accrued PTO must be taken before the current year's end. This is disruptive for individual and master scheduling, especially with holiday periods in November and December. Recommended by Personnel Committee: During 2016, new part-time employees can use accrued PTO after six months' minimum service from anniversary date.	Motion: Section 806 of the Employee Handbook (Part Time Off) will be amended to state that all new part-time employees will be eligible to take paid time off after completion of six (6) months of employment(DelloStritto/Liberatore). Unanimous approval. Personnel Committee will be studying comprehensively the issue of Paid Time Off & will bring to the Board by 6/30/16 recommended changes to Section 806 of the Employee Handbook.
DISCUSSION ITEMS		
CIPA/eRate	There is still time to apply for federal funding that allows discounting (up to 60-70%) for the cost of computers and internet service upgrades. In order to qualify for CIPA funding, SPLD must make the decision to filter internet content to protect children from online pornography. Approximately ½ of libraries filter. Filtering has improved over the years, and blocking can be specific or general. Adults can request that filtering be disabled for a specific computer they're using, and disabling should be easily trainable for staff. There is no opting out of filtering once CIPA funding has been accepted.	This philosophical and financial decision remains under discussion. Lisa will proceed through the CIPA online application process and will gather information from FLLS and other libraries re: filtering issues/experiences/suggestions.

By-Laws	<p>Term Limits: There is no language in current By-Laws (adopted 3/31/15) or in the enabling legislation re: term limits.</p> <p>Resource Development Committee: Could be added to the standing committees and be responsible for: developing election procedures and nomination process for new Board members, engaging Board to revisit goals & link to budget allocations, etc.</p>	<p>By-Laws may need revision.</p> <p>Lisa will continue to research term limits. Ginny will prepare a draft description re: Resource Development Committee and its functions.</p>
Building Issues	<p>History Room project: Bouley Assoc. will start work imminently.</p> <p>Long term plan: Building Committee will be looking at and prioritizing projects and considering how to fund them. 2016 grant cycle for NYS funding of library projects will be starting soon, but the amounts awarded, even with matching grants, wouldn't be adequate to cover costs of several large projects SPLD has targeted.</p> <p>Future projects: glass roof upgrade, possible addition, creating training/meeting room, renovation of children's room and lobby.</p> <p>Need to consider: feasibility of a capital campaign, possible consultant assistance with prioritizing/developing a long term building plan and developing a fundraising plan, etc.</p> <p>No internal expertise for larger scale fundraising</p> <p>Will continue to seek NYS library grants & grants from local foundations</p> <p>New non-Board members needed for Building Comm.: from Foundation, Friends, community</p>	<p>Building Committee will continue discussions.</p>
Anticipated Changes in Budgeted Items	<p>IT Support: Contract signed with Extra Miles Technology (Mike Davis)</p> <p>Additional tech projects will need to be undertaken outside of above contract: network public computers (ease of updates, etc.), additional cabling, prep for wireless network, redo "kill switch" so can keep computers on overnight (for updates).</p> <p>Telephone support agreement: through Meridian (formerly MacSource); will provide software updates</p> <p>Postage contract: still pending</p>	<p>Lisa will update Board re: contracts as needed.</p>
Strategic Plan/Action Agenda		<p>Tabled to future meeting.</p>
COMMENTS FROM PUBLIC	<p>None</p>	

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

Respectfully submitted,

Joan Smrtic, Secretary

Next Regular Board of Trustees Meeting: Tuesday, March 22, 2016 at 5:30 PM.