

**Seymour Public Library District
Board of Trustees Meeting
March 22, 2016**

Present: Lisa Carr, Kathleen Carnes, Guy Cosentino (Foundation), Ellen DelloStritto, Ginny Kent,
Pat Messina, Mike Trapani, Joan Smrtic

Excused: Sue Ahner, Nancy Karpinski, Larry Liberatore

The meeting was called to order at 5:31 PM.

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
*Minutes of February 23, 2016 meeting *Director's Report (Building Committee notes were distributed at meeting, but not included in Consent Agenda)	No additions/corrections.	Motion to accept Consent Agenda as submitted (DelloStritto/Carnes). Unanimous approval.
ACTION ITEMS		
Approval of Financial Statements (including Fines & Fees Summary)	Financial statements (including Fines & Fees Summary) for February 2016 have been reviewed and appear in order. Approval recommended by Finance Committee Chair.	Motion to accept Financial Statements (including Fines & Fees Summary) for February 2016 as submitted (Trapani/DelloStritto). Unanimous approval.
Approval of Claims	Claims for February 2016 have been reviewed per procedure. Approval recommended by Finance Committee Chair.	Motion to accept Claims for February 2016 as submitted (Trapani/Messina). Unanimous approval.
DISCUSSION ITEMS		
Friends of Seymour Library – Updates	Friends will be donating \$3,500 to SPLD – will make presentation at Friends' Annual Meeting on April 20. During National Library Week (week of April 10), Friends will be serving coffee and cookies; they hope to continue adding to membership numbers (already at 200+) Ass't Library Director Danette Davis gave a presentation on the Vanderbilts at last meeting.	The Board expressed appreciation for the ongoing efforts and support of the Friends of Seymour Library.
Board Resource Committee (formerly referenced as "Resource Development Committee")	As a follow-up to last month's discussion, Policy Chair presented a draft description for this committee for the Board to consider adding as a Standing Committee of the Board of Trustees. This committee will be purposed to assist the Director and the Trustees in such areas as ensuring orientation and appropriate educational opportunities for Trustee members, assisting in allocating resources according to the SPLD strategic plan to help avoid "mission drift", developing a list of Trustee candidates, and assisting the Director in coordinating the trustee election timeline and process. After discussion, a draft statement was crafted to describe the duties of the Board Resource Committee. (copy attached)	Trustees were asked to review the purpose statement, as drafted, before the next meeting and provide suggested refinements. First reading will occur. If this standing committee is adopted, the By-Laws will need modification. If enacted, Trustees were asked to consider serving on this committee.

<p>Policy on accepting donations to History Discovery Center</p> <p>Policy on accepting donations to History Discovery Center (con't)</p>	<p>As the time approaches when the History Discovery Center will be a reality, SPLD needs to formulate a policy re: future donations from individuals, families, and community organizations. Currently a "Donor Gift Form" exists. There should be a defined focus of the collection, in line with SPLD's mission and long-range goals. The Seymour Library Foundation owns the contents of the History Room, so the Foundation must be involved. Issues to be considered include, but are not limited to:</p> <ul style="list-style-type: none"> *necessity of having a complete inventory of current donated items and their status (loaned vs. owned); *can donors set restrictions on public sharing, and if so, what could they be *can artifact(s) be on permanent loan, and under what circumstances *if the Foundation doesn't have the ability to obtain an assessment of value of the artifact, or to maintain it safely, or to pay for necessary restoration, can a donor offer to pay for these actions & how to handle *insurance issues *space & storage issues *administrative time to handle donations *are there other repositories in the community more suited for a particular artifact or artifacts? *copyright issues *can a fee be charged at time of donation <p>Etc.</p>	<p>Lisa will continue looking at other libraries' collection management policies and see how these and other factors can be addressed.</p>
<p>Strategic Plan/Action Agenda</p>	<p>Assessment: Lisa requests that Trustees review the summary of the 2012 Strategic Plan in order to assess where SPLD stands in 2016 in relation to the mission and goals set nearly 4 years ago.</p> <p>Survey: The last patron survey was completed in the fall of 2012. Lisa would like to distribute a survey similar to the original in early summer 2016. Email & link sharing were used, and hard copies were available at the Library at that time.</p>	<p>Lisa will email to Trustees a PDF of the 2012 Strategic Plan summary for review and reference.</p> <p>Lisa will "tweak" the original summary and email it, as a test, to Trustees. They are asked to determine if the instrument addresses the mission and long-range goals set in 2012 and if it can help determine where SPLD is in achieving them, and what is left/where to go from here.</p>
<p>Director's Annual Evaluation</p>	<p>Staff evaluation: Danette will distribute an online survey to staff on 3/23; responses (anonymous) due by 3/30.</p> <p>Trustee evaluation: Hard copy given to all Trustees; responses should be mailed to Personnel Comm. Chair by 3/30.</p>	<p>Staff survey results will be collated by Dep. Director and given to Personnel Comm. Chair.</p> <p>Personnel Committee: Next meeting is April 11; results will be collated and report/recommendation will be prepared for next Board of Trustees' meeting on April 26.</p>
<p>Skaneateles Library desires to overlay SPLD district in Owasco</p>	<p>Process is proceeding. State Sen. Seward has obtained passage of "home rule" on this issue. Many questions remain, including financial impact on SPLD.</p>	<p>Director will keep Board informed on developments.</p>
<p>Comments from the Public</p>	<p>None</p>	
<p>Roundtable</p>		
<p>Passing of Stephen C. Erskine, Former Director of Seymour Public Library District (3/6/16)</p>	<p>The Board of Trustees noted the passing of retired Director Stephen C. Erskine and acknowledges his many accomplishments during his 35 years as Director. The Citizen newspaper carried an article about Mr. Erskine on Sunday, March 20.</p>	<p>To inform the community, Library administration placed a public notice in the Citizen newspaper and contacted several individuals who had relationships with Mr. Erskine during his tenure.</p>

The meeting was adjourned at 6:53 PM (Kent/Carnes).

Respectfully submitted,

Joan Smolic, Secretary

Next Regular Board of Trustees Meeting: Tuesday, April 26, 2016 at 5:30 PM

Board Resource Committee

Draft 3/22/16

The Board Resource Committee ensures effective board processes and roles, which include trustee orientation, ongoing education and evaluation. The committee guides the board in overseeing the alignment of library goals and activities with budget allocations and the library's mission. The committee maintains analyses of board strengths and weaknesses, plans appropriate education activities for trustees, develops a list of trustee candidates, and works with the director to coordinate and communicate the trustee election process/calendar.