

**Seymour Public Library District
Board of Trustees Meeting
April 26, 2016**

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

The meeting was called to order at 5:32 PM.

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
*Minutes of 3/22/16 meeting *Director's Report *Finance Committee Report *Audit Committee Report	No additions/corrections.	Motion to accept Consent Agenda as submitted (DelloStritto/Kent). Unanimous approval.
ACTION ITEMS		
Approval of Financial Statements (including Fines & Fees Summary)	Financial statements for March 2016 have been reviewed and appear in order. Approval recommended by Finance Committee. NYS regulations will be changing re: submitting past due accounts for collection.	Motion to accept Financial Statements (including Fines & Fees Summary) for March 2016 as submitted (Karpinski/Kent). Unanimous approval. The Finance Committee will review the new regulations re: submitting past due accounts for collection and will recommend appropriate policy changes to the Board.
Approval of Claims	Claims for March 2016 have been reviewed per procedure. Approval recommended by Finance Committee.	Motion to accept claims for March 2016 as submitted (Karpinski/Smrtic). Unanimous approval.
Authorization to release restricted funds: *Nozzolio grant (10k) for History Room construction *DeFrancisco bullet aid (7k) for History Room construction *NYS construction grant (\$55,042) for History Room construction *Metcalf Foundation (10k) for server/wireless network *French Foundation (2k) for server/wireless network	Per procedures for releasing temporary restricted funds, the Finance Committee recommends the release of the listed restricted funds to unrestricted funds, so the vendors can be paid re: History Room construction (total of \$72,042 to Bouley Associates) and upgrades to the server and wireless network (total of \$12,000 to Extra-Miles Technology).	Motion to release the listed temporary restricted funds to unrestricted funds, to allow payment to respective vendors forwork on the History Room construction and server/wireless network upgrades(Messina/ DelloStritto). Unanimous approval.
Request to renew Health Savings Account contribution for Library Director 2016-2017	The Board had voted on 1/27/15 to contribute \$675 per quarter for Lisa's Health Savings Account for the period 4/1/15-3/31/16. For the next benefit year (4/1/16-3/31/17), the quarterly contribution per quarter has not changed. (Annual contribution: \$2,700)	Motion to contribute \$675 per quarter for Director's Health Savings Account for the period 4/1/16-3/31/17 (Ahner/ DelloStritto). Unanimous approval.

ACTION ITEMS (continued)		
Salary of a specific employee		At 5:38 PM, the Board voted to enter Executive Session to discuss the salary of a specific employee (Ahner/DelloStritto). Unanimous approval. At 5:55 PM, the Board voted to leave Executive Session (Ahner/DelloStritto). Unanimous approval. Motion to increase the salary of the Library Director by \$1,035, effective 3/1/16, and to pay the Library Director a one-time bonus of \$1,500, effective 4/26/16 (Ahner/Messina). Unanimous approval. (With 1.5% COLA, Library Director's annual salary is \$71,000/yr.)
DISCUSSION ITEMS		
Annual audit	Elaine Buffington of Buffington & Hoatland did not attend this meeting. In order to complete the draft audit, she needs additional time to obtain more information from the state re: accounting practice for pension liability.	No action taken. Elaine Buffington will attend May Board meeting.
Policy Committee update	Description of the proposed standing committee, the Board Resource Committee, was read and discussed at the 3/22/16 Board Meeting. The Policy Committee met on 4/18 and finalized the wording to its present version (minor revisions to the 3/22 wording). Second reading completed at this meeting. (copy attached)	Motion to create a new standing committee, the Board Resource Committee, per the second reading description, and to add this new committee to the By-Laws for the Board of Trustees (Kent/Ahner). Unanimous approval.
Personnel Committee update	Staffing Issues: Lisa and Danette continue to explore various options, in an effort to increase staff efficacy and continuity. One option being considered is consolidating several part time positions (in a class) into one new position which would necessitate creating a new job title and description under Civil Service.	Discussions will continue.
Building Committee update	Director and Committee Chair are narrowing the list of possible projects to compete in the 2017 NYS library construction grant cycle opening in June.	Board members toured the History Room construction project and noted progress to date.
2017 Budget	Tabled to next meeting.	
COMMENTS FROM PUBLIC	None	
ROUNDTABLE		
Erate federal funding	Tabled for this year.	.

The meeting was adjourned at 6:45 PM (Messina/DelloStritto).

Respectfully submitted,
Joan Smrtic, Secretary

Next Regular Board of Trustees Meeting: Tuesday, May 24, 2016 at 5:30 PM

Board Resource Committee

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 educational activities for trustees, oversees the election of officers, and works with the director to coordinate and communicate the trustee election process/calendar.

Adopted by Board of Trustees
Seymour Public Library District
4/26/16

(To be added to By-Laws as a Standing Committee)