

**Seymour Public Library District  
Board of Trustees Meeting  
May 24, 2016**

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

The meeting was called to order at 5:30 PM.

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Taken/Next Steps</b>
<b>CONSENT AGENDA</b>		
<p><b>*Minutes of 4/26/16 Meeting</b>  <b>*Director’s Report</b>  <b>*Finance Committee Report</b>  <b>*Policy Committee Report</b>  <b>*Building Committee Report</b></p>	<p>Friends of Seymour Library report – not included</p>	<p><b>Motion to accept Consent Agenda as revised (Trapani/Messina). Unanimous approval.</b></p>
<b>ACTION ITEMS</b>		
<p><b>Presentation &amp; approval of 2015 Audit</b></p>	<p>Elaine Buffington, of Buffington &amp; Hoatland CPAs, PLLC, stated that the audit went well. SPLD staff were very helpful in the process and had positive comments during interviews as to the direction in which they see SPLD going.  She said 2 journal entries were necessary: (1) temporarily restricted funds should be recognized as income and then transferred into assets at year’s end, and (2) re: the pension liability issue discovered in 2015. “An error was discovered during the year ended December 31, 2015, in which the Organization had not recorded a long-term debt payable in prior years. The total amount had been recorded against pension expense.”  When SPLD joined the NYS Retirement System in 2003, the state estimated what the retirement costs for employees would be and set up a 25-year payment plan (liability), with annual payments of \$20,390. There was no mention of this liability in Board minutes at the time of its undertaking. 12 annual payments have been made; 13 are left, with a total remaining liability of \$161,158. The state does no reconciliation for actual retirement costs so there can be no adjustments in the yearly amount paid toward this liability. Elaine encouraged the Board to find a way to prepay the remaining balance in order to save on the high interest rate (8%).  The audit is ready to be finalized.  Tax Form 990 has been prepared.</p>	<p><b>Motion to accept the audit as presented (Trapani/Ahner). Unanimous approval.</b></p> <p>Accounting procedures and reporting will be adjusted to reflect the journal entries.</p> <p>Tax form 990 will have final review and will be submitted to IRS.</p>
<p><b>Approval of Financial Statements (including Fines &amp; Fees Summary)</b></p>	<p>Financial statements for April 2016 have been reviewed and appear in order. Approval recommended by Finance Committee.</p>	<p><b>Motion to accept Financial Statements (including Fines &amp; Fees Summary) for April 2016 as submitted (Trapani/Karpinski). Unanimous approval.</b></p>

<b>ACTION ITEMS (continued)</b>		
<b>Approval of Claims</b>	Claims for April 2016 have been reviewed per procedure, and approval is recommended by Finance Committee.	<b>Motion to accept claims for April 2016 as submitted (Trapani/Karpinski). Unanimous approval.</b>
<b>DISCUSSION ITEMS</b>		
<b>Board Resource Committee</b>	<p>Lisa will serve on this committee, and Kathleen Carnes and Mike Trapani volunteered to serve as well.</p> <p>It's anticipated that this committee will meet at least quarterly and more often if they're working on a specific project. In addition to the tasks stated in the committee description approved on 4/26/16, this committee may also have a role in identifying and bringing in community members to serve on standing committees.</p> <p>Among its first tasks, the Board Resource Committee will assist the Director in setting the calendar &amp; process for the Trustee Election &amp; also Budget Referendum (if increase in 2017 tax levy is to be requested).</p>	Committee will hold its first meeting in July.
<b>2016 Construction Grant</b>	<p>In order to finish out SPLD's 2016 construction grant, Form FS 10F must be completed and sent to NYS by 6/30/16 deadline.</p> <p>Work is close to completion. Remaining items: 1-day cleanup and carpet installation.</p>	<p>Director will ensure that Form FS 10F will be received by NYS by the filing deadline.</p> <p>Director will check with construction contractor re: possible credit for asbestos abatement that was not done (asbestos was not friable; covered with suspended ceiling instead of removed).</p>
<b>2017 Construction Grant</b>	<p>The grant cycle opens in June, so it's vital to move quickly to gather required paperwork (ex. description of specific work to be completed, cost estimates, etc.), and to obtain commitment for matching funds. The 2017 project will use existing office space and create a computer training/meeting room with a small area for office space for 1 Librarian. Building Chair is preparing a sketch of the proposed layout and features.</p> <p>Director noted that libraries may apply for construction grants for large projects that span several years. She sees replacement of the glass roof and necessary masonry work as such a project, considering that the estimate several years ago for this project was at least \$250,000.</p> <p>Due to local population demographics and the high poverty rate, the Director is hopeful that SPLD may qualify for a 75/25 match, rather than the standard 50/50.</p> <p>The next month will require much concerted effort to move SPLD's application forward.</p>	Director and Building Committee Chair will gather required information to submit timely application for the 2017 construction grant and will provide an update re: application status at June Board meeting.

<b>DISCUSSION ITEMS (continued)</b>		
<b>2017 Budget</b>	<p>The Finance Committee will start discussing the proposed 2017 Budget, including whether to request an increase in the 2017 tax levy.</p> <p>Update on Skaneateles Library's plan to overlay SPLD district in Owasco: All of the Town of Owasco is in the SPLD. There is a portion of the town that is in the Skaneateles School District. If the Town of Owasco should petition for that portion to leave SPLD and join the Skaneateles Library District, tax revenue would be lost to SPLD (currently about \$18,000). The possible impact of this loss must be addressed. This would not be a quick process and will likely not affect the 2017 budget.</p> <p>Insurance premiums through Excellus will likely increase in 2017, with a 14% increase being requested. Also, as of April 1, 2016, co-insurance increased from 10% to 20%, and there was a premium increase as well. Finance Committee will be looking into these insurance issues.</p>	Director & Finance Committee Chair will update Board on 2017 budget discussions at future meetings.
<b>Amendment to SPLD's Charter</b>	<p>The portion of the Town of Fleming located in the Auburn Enlarged School District voted to join SPLD in 2011. However, SPLD's state charter was never amended to add the 2 Trustees (representing this additional population) to the 7 already on the Board of Trustees. Also, it's important to clarify in the charter that the Foundation Representative on the Board of Trustees serves a 4-year term, just as the Trustees do.</p> <p>Director has made contact with NYS Education Department staff to take steps to amend the charter. State Education Department staff will prepare and forward the resolution and appropriate documents for action. The Board of Trustees will need to vote on the resolution. The notarized resolution will then be forwarded to New York State, with the required \$60 fee.</p>	Director and Board President will receive appropriate documents to amend the SPLD charter, and the Board of Trustees will take action as discussed.
<b>COMMENTS FROM PUBLIC</b>	None	

The meeting was adjourned at 6:46 PM.

Respectfully submitted,  
*Joan Smrtic*, Secretary

**\*\*\*PLEASE NOTE\*\*\* *The Next Regular Board of Trustees Meeting Scheduled for Tuesday, June 28, 2016 at 5:30 PM Has Been Changed to Monday, June 27, 2016 at 5:30 PM.***