

**Seymour Public Library District  
Board of Trustees Meeting  
June 27, 2016**

Present: Lisa Carr, Kathleen Carnes, Ellen DelloStritto, Nancy Karpinski, Ginny Kent, Pat Messina,  
Mike Trapani, Joan Smrtic  
Excused: Sue Ahner, 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>		
<b>*Minutes of 5/24/16 Meeting</b> <b>*Director's Report</b> <b>*Policy Committee Report</b> <b>*Building Committee Report</b> <b>*Personnel Committee Report</b>	Scheduling update since 5/24 meeting: First meeting of Board Resource Committee is scheduled for August 1.	<b>Motion to accept Consent Agenda as submitted (DelloStritto/Trapani). Unanimous approval.</b>
<b>ACTION ITEMS</b>		
<b>Approval of Financial Statements (including Fines &amp; Fees Summary)</b>	Financial statements for May 2016 have been reviewed individually by Finance Committee members (no meeting). Statements appear in order and approval is recommended.	<b>Motion to accept Financial Statements (including Fines &amp; Fees Summary) for May 2016 as submitted (Trapani/DelloStritto). Unanimous approval.</b>
<b>Approval of May 2016 Claims</b>	Claims for May 2016 have been reviewed per procedure, and approval is recommended by Finance Committee.	<b>Motion to accept May 2016 Claims as submitted (Trapani/Karpinski). Unanimous Approval.</b>
<b>Revision to 2016 Holiday Schedule</b>	Director requested to change the hours for 11/20/16 (the Wednesday before Thanksgiving): Library to close at 4 PM instead of 5 PM, as originally scheduled.	<b>Motion to have the Library close at 4 PM rather than 5 PM on November 20, 2016, the day before Thanksgiving (DelloStritto/Karpinski). Unanimous approval.</b>
<b>DISCUSSION ITEMS</b>		
<b>Record Retention Policy (including Designation of Records Management Officer)</b>	Director will meet this week with regional representative from NYS Archives re: requirements for Records Retention Policy.	Finance & Policy Committees will need to be involved as Records Retention Policy is developed and drafted.
<b>History Discovery Center</b>	Open House is scheduled for Wed. July 20: 4-8 PM. Trustees are encouraged to attend; refreshments will be served. Dory is resettling remaining materials and planning exhibits. Rev. Beecher's portrait is being restored and will hang in HDC. Contractor will build a display case for the foyer. Antique newspapers will be carefully returned to the shelves. SPLD received a \$6,000 credit from Bouley Associates for non-removal of asbestos. This almost covered unanticipated costs: carpet (+\$1,500), counter construction in entryway (\$900), replacement of door lintel due to crack (\$4,900).	Invitations will be mailed to local politicians and appropriate entities. Director/staff will prepare an article about new History Discovery Center to appear in Ormie King's space in The Sunday Citizen. Hours of operation & staffing are being worked out. HDC will be open more hours/week than previous History Room. All staff will need basic training to cover some functions (ex. microfilm) when HDC isn't staffed.
<b>2017 Holiday Schedule</b>	Director provided a tentative schedule of 2017 holidays, followed by a brief discussion re: possible early closings & day before/day after scenarios.	Board members were asked to consider the possibilities; will have a vote at a later date.

<b>DISCUSSION ITEMS (continued)</b>		
<b>Hours of Operation</b>	<p>Current hours of operation: M,Tu,Wed: 10-9; Th,Fri: 10-6; Sat 10-4 NYS regs require Library to be open a minimum of 55 hours/week, due to population served. Periodically, there is discussion re: possible changes in hours of operation, with the goal of better meeting patron needs. (ex. earlier opening time, adjusting Saturday hours, etc.) An increase or change in hours could impact 2017 budget (staffing, overhead). Board must decide by August/September.</p>	<p>Lisa will obtain and provide Trustees with door count data for their review.</p> <p>Discussion will continue.</p>
<b>2017 Budget</b>	<p>Director has started to construct the draft budget for 2017. If SPLD wishes to request an increase in the tax levy (approximately \$10,000-\$12,000), it would require the Board of Trustees to approve the budget by August or September, in order to meet the timeline to hold a budget referendum in December. She'll consider factors including routine spending and past patterns, programming and staffing needs including any anticipated changes, support of SPLD's strategic planning goals, annual capital reserve funding, early paydown/payoff of pension liability, overdue book fines, etc.</p> <p>Election for 2 Trustees (Auburn - 1, Sennett -1) will be held in December (concurrent with budget referendum, if tax levy increase is requested).</p>	<p>Director will prepare a draft 2017 budget to present to the Finance Committee at its 7/19/16 meeting.</p> <p>Budget discussion will continue.</p> <p>At the next meeting, the Board will discuss current policy re: overdue book fines and impact on the budget.</p>
<b>2017 NYS Construction Grant</b>	<p>The state portal is open – application must be completed by mid-August.</p> <p>Building Committee Chair completed layout drawings for existing room to become maker space/computer training room, with a separate small office/book processing space carved out with its own door. Director is currently awaiting a quote from Bouley Associates.</p>	<p>Director and Building Committee Chair will continue gathering information and completing timely application process.</p>
<b>2016 NYS Construction Grant</b>	<p>Final forms have been mailed to close out the 2016 NYS Construction Grant.</p>	
<b>COMMENTS FROM PUBLIC</b>	<p>None</p>	

The meeting was adjourned at 6:49 PM (Messina/DelloStritto).

Respectfully submitted,  
Joan Smolic, Secretary

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