

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

Present: Sue Ahner, Kathleen Carnes, Ellen DelloStritto, Nancy Karpinski, Pat Messina, Mike Trapani, Joan Smrtic

Excused: Lisa Carr, Ginny Kent, Larry Liberatore

The meeting was called to order at 5:33 PM.

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
*Minutes of 6/27/16 Meeting *Director's Report *Finance Committee Report		Motion to accept Consent Agenda as submitted (Trapani/Karpinski). Unanimous approval.
ACTION ITEMS		
Approval of Financial Statements for June 2016 (including Fines & Fees Summary)	Financial statements for June 2016 were reviewed at Finance Committee meeting. Statements appear in order and approval is recommended.	Motion to accept Financial Statements (including Fines & Fees Summary) for June 2016 as submitted (Trapani/DelloStritto). Unanimous approval.
Approval of June 2016 Claims	Claims for June 2016 have been reviewed per procedure, and approval is recommended by Finance Committee.	Motion to accept June 2016 Claims as submitted (Trapani/DelloStritto). Unanimous approval.
Ricoh & Eastern Copy Contract Renewal Expansion	<p>Lease for Office copier/printer through Ricoh expires in Sept. Current lease calls for paying a base price for a set # of copies, with a per copy charge over that amount. Also, the current lease allows price increases during the lease. The proposed lease sets a per copy charge for the entire lease period (60 months), with no price increases. Director would like to upgrade to copier/printer (to Ricoh model MPC3004) with more capability. Per month charge for the new lease is anticipated to be approximately \$60/month less than current lease.</p> <p>Lease for Public copier through Eastern Copy: Director would like to upgrade to the same Ricoh model copier/ printer as above so patrons can also scan documents. The copier/printer would have its own coin box so patrons don't have to go to main desk to pay clerk who then has to click OK to copy. Can eliminate color printer used by public and desk staff. Per month cost would be approx. \$40 more/month, but will have more capability and will be more convenient for public and save staff time.</p>	Motion for Library Director to complete negotiations with Ricoh and Eastern Copy re: 2 RICOH MPC3004 copier/printers (office and public) and sign lease contracts for each (Trapani/DelloStritto). Unanimous approval. <p>Note: If Library Director runs into any unforeseen issues with these lease contracts, she will not execute the questioned lease(s) and will bring this topic back to the Board of Trustees.</p>
Credit Card Policy	Proposed credit card policy was sent to Board members for prior review. Procedure is clearly outlined, specific positions are authorized up to specific limits, and required authorization forms have been drafted. Credit cards will be obtained through Tompkins Trust, and any remaining accounts at First Niagara Bank will be closed.	Motion to adopt the Credit Card Policy, along with employee authorization forms (Trapani/Ahner). Unanimous approval. <p>Director will establish the listed credit card accounts at Tompkins Trust and will close out all remaining accounts at First Niagara Bank.</p>

Agenda Item	Discussion	Action Taken/Next Steps
<i>ACTION ITEMS (continued)</i>		
Resolution to amend the SPLD Charter (to update the number of Trustees on the Board)	Previously discussed, the SPLD charter needs to be amended to reflect the current number of Trustees (9). The number in the original charter is 7, but 2 additional Trustees were added when the portion of the Town of Fleming in the Auburn Enlarged School District was added to the District in 2011. Charter was not amended at that time. Petition and resolution has been prepared for appropriate Board signatures and submission to the State.	Motion that President and Secretary execute the appropriate documents relative to SPLD Charter, to amend from seven to nine, the number of Trustees serving on the Board of Trustees for the Seymour Public Library District (Ahner/Carnes). Unanimous approval. President and Secretary will execute the documents, with notarizations, and will return the documents to Director who will forward to state with a \$60 filing fee.
Create new positions *Library Associate *Senior Library Associate	Director previously sent to the Board for prior review Civil Service descriptions for two new positions, Library Associate and Senior Library Associate. The current Civil Service description for Clerk is very general and could pertain to any workplace in the county. These two new positions don't already exist in the Civil Service system and tests will need to be created and administered, so these positions would have to be filled provisionally. Director sees those in these positions as working 20-30 hours per week, as compared to Clerks who work less than 20 hours per week. Creating these positions supports the Director's plan to consolidate many of the existing part-time Clerk positions into fewer positions with more work hours in order to standardize shifts and retain employees. Director requests that these two positions be created. Civil Service has approved the new position duties statements for these positions. No request to fill these positions at this time. Pay rates & hours to be set through the Personnel Committee.	Motion to create two new staff positions, Library Associate and Senior Library Associate (Messina/DelloStritto). Unanimous approval. Personnel Committee will discuss specific hour and pay ranges. Impact on 2017 budget will be assessed.
Authorize new hire	Director requests authority to hire a new page, Dixie Webert , to work 5-10 hours per week at a rate of \$10 per hour.	Motion to hire Dixie Webert as a page, to work 5-10 hours per week at a rate of \$10 per hour (DelloStritto/Karpinski). Unanimous approval.
<i>DISCUSSION ITEMS</i>		
2017 Budget process	Director would like to arrange a special meeting with Trustees to obtain budget input. Board must decide by August/September whether to hold a referendum in Dec. to increase the tax levy.	Director will send out a list of dates to determine availability and will set date, time & location for meeting. She will distribute a draft budget prior to meeting.
Overdue book fines/ impact on budget	The Board needs to have a full discussion as to the pro/cons of charging fines for overdue books, weighing the alternatives, and determining the budget impact if current policy changes.	Tabled to next meeting (when Director will be present). Director will gather data and information re: alternatives.
Buffington & Hoatland audit	All Trustees present received a final copy of this year's audit and two letters that accompany it.	Those absent will receive their copies.

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ROUNDTABLE		
Finger Lakes Library System's Plan of Service	The meeting with FLLS and member Library Directors will be held at Seymour Public Library on Monday, August 1 at 9: 30 AM. In order to develop a 5-year Plan of Service, FLLS will obtain input and fully discuss the services FLLS provides to its member libraries. Trustees may attend.	Trustees invited to offer input to Director prior to meeting.
2017 State Construction Grant	A preliminary cost proposal of \$88,000 has been received from Bouley Associates re: training room/office space renovation to existing space.	Paperwork for application continues to be gathered and prepared. Securing matching funds is under discussion.
Cracks in 2 large glass blocks in library floor (outside new office on 2nd floor)	Insurance adjuster will be coming. Blocks will be taken out and space filled with plywood. Difficult to replace with similar glass due to age. Could recent construction activities re: office space have caused this damage?	Director to continue oversight of situation.
2016 Pension Deficit	Received notification from NYS Retirement System that SPLD owes an additional \$16,000 this year, so the anticipated December 2016 payment of approximately \$42,000 will become \$58,000.	
COMMENTS FROM PUBLIC	None	

The meeting was adjourned at 6:40 PM (Messina/DelloStritto).

Respectfully submitted,
Jean Smolic, Secretary

Note: The next regular Board of Trustees meeting: Tuesday, August 30, 2016 at 5:30 PM
(changed from originally scheduled date of August 23, 2016 at 5:30 PM)