

**Seymour Public Library District  
Board of Trustees Meeting  
August 30, 2016**

Present: Lisa Carr, Sue Ahner, Kathleen Carnes, Nancy Karpinski, Ginny Kent, Larry Liberatore, Pat Messina, Joan Smrtic

Excused: Ellen DelloStritto, Mike Trapani

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 7/26/16 meeting</b>  <b>*Director's Report</b>  <b>*Finance Committee Report</b></p>	<p>Danette Davis, Assistant Director, was not included in the list of attendees and should be added. Finance Committee Report was shared prior to meeting and should be added to agenda.</p>	<p><b>Motion to approve the Consent Agenda as amended (Ahner/Karpinski). Unanimous approval.</b></p>
<b>ACTION ITEMS</b>		
<p><b>Financial Statements for July 2016 (including Fines and Fees Summary)</b></p>	<p>Financial statements for July 2016 were reviewed at Finance Committee meeting. Statements appear in order and approval is recommended.</p>	<p><b>Motion to accept Financial Statements (including Fines and Fees Summary) for July 2016 as submitted (Messina/Carnes). Unanimous approval.</b></p>
<p><b>Approval of July 2016 Claims</b></p>	<p>Claims for July 2016 have been reviewed per procedure, and approval is recommended by Finance Committee.</p>	<p><b>Motion to accept July 2016 claims as submitted (Kent/Messina). Unanimous approval.</b></p>
<p><b>Change in Credit Card Policy</b></p>	<p>Credit Card Policy was approved at the 7/26/16 Board of Trustees meeting. However, Tompkins Trust requires a credit card limit on each card of at least \$500, and the Community Services Coordinator was given a credit limit of \$200. Also, the Board would like the Director's credit limit to be set at \$4,000 (policy states \$2,300 credit limit). These changes will result in less petty cash transactions and a more efficient purchasing process. Recommended by Finance Committee.</p>	<p><b>Motion to amend the Credit Card Policy approved at the 7/26/16 meeting to give the Community Services Coordinator's credit card a \$500 maximum credit limit and to give the Director's credit card a \$4, 000 maximum credit limit, which brings the total credit card limit for all designated personnel positions to a total of \$6,000 (Karpinski/Ahner). Unanimous approval.</b></p>
<p><b>2017 Proposed Wage Scale</b></p>	<p>Director and Assistant Director have extensively studied national library salary data gathered by FLLS relative to library job titles. If no such job title existed in these data (ex. custodian), they aged out the salary at 2% per year. In some cases, they chose to set a realistic wage scale at a point between the national average &amp; the 2%/year figure. Comparisons with Tompkins County Library's wage scale are not equivalent, as their wages are generally higher across the board. New staff members are generally hired at the minimum, unless they have significant experience or education. Library Associate and Sr. Library Associate will increasingly be used to replace Library Clerk PT, with more responsibilities &amp; varied functions. Library Assistant &amp; Youth Services Assistant are equivalent, as they do very specialized tasks within the Library. The increase in the wage for Page is due to upcoming minimum wage increase.</p>	<p><b>Motion to approve the 2017 wage scale as submitted (Kent/Liberatore). Unanimous approval.</b></p>

<b>ACTION ITEMS</b> <i>(continued)</i>		
<p><b>Personnel: Authorizations to hire and/or change hourly pay rates</b></p>	<p>1. Kelsey Marquart: Hired as Clerk PT, well-qualified to develop programming for tweens and teens. Director requests authorization to hire her as Library Associate at a rate of \$14.50 per hour, to work 10-15 hours per week. Provisional app't subject to Civil Service test in the future.</p> <p>2. Meghan Tamilio: Hired as Clerk PT, has previous experience as circulation supervisor at another library and is qualified to perform senior level duties. Director requests authorization to hire her as Sr. Library Associate at a rate of \$16.00 per hour, to work 20-30 hours per week. Provisional app't subject to Civil Service test in the future.</p> <p>3. Jill Hand: very capable Youth Services Assistant in the Children's Room. With the Librarian III leaving, Director wants her to run the Children's Room, under the supervision of Assistant Director Danette Davis (formerly Children's Librarian). Director requests authorization to raise Ms. Hand's pay rate to \$16.00 per hour.</p> <p>4. Caitlyn Green: Page, is learning the complicated function of copy cataloging. Director requests authorization to raise her pay rate to \$12.00/hour.</p> <p>5. Jennifer Ferlenda: Page, does excellent work. With imminent minimum wage increase, Director requests authorization to raise her pay rate to \$10.00 per hour.</p>	<p><b>Motion (Ahner/Karpinski) to authorize:</b></p> <p><b>*hiring Kelsey Marquart provisionally as Library Associate at a rate of \$14.50 per hour, retroactive to her original date of hire, to work 10-15 hours per week; and</b></p> <p><b>*hiring Meghan Tamilio provisionally as Sr. Library Associate at a rate of \$16.00 per hour, retroactive to her original date of hire, to work 20-30 hours per week; and</b></p> <p><b>*Increasing the pay rate for Jill Hand, Youth Services Assistant, to \$16.00 per hour; and</b></p> <p><b>*Increasing the pay rate for Caitlyn Green, Page, to \$12.00 per hour; and</b></p> <p><b>*Increasing the pay rate for Jennifer Ferlenda, Page, to \$10.00 per hour. The two provisional appointments are subject to the results of Civil Service Tests for these respective positions, to be administered in the future.</b></p> <p><b>Unanimous approval.</b></p>
<p><b>Director's Request for one week's pay in lieu of 5 floating holidays (\$1,365)</b></p>	<p>Director has 5 floating holidays to use before the end of the year, per her employment agreement. With the vacation days she has left and many upcoming commitments and functions to oversee, she doesn't believe she could use the 5 floating holidays to which she is entitled before year's end, without impairing Library function. She is requesting that the equivalent 5 days' pay (\$1,365) be deposited in her HSA account. Director is asking this be done on a one-time-only, non-precedent-setting basis for 2016. Note: She will use remaining vacation time before 12/31/16.</p>	<p><b>Motion to authorize \$1,365 to be deposited to Director's HSA account in lieu of using 5 floating holidays to which she is entitled through her employment agreement, with the understanding that this is a one-time-only, non-precedent-setting action for 2016 (Ahner/Messina).</b></p> <p><b>Unanimous approval.</b></p> <p>Note: The Personnel Committee will be looking at possible changes in vacation leave policy for 2017.</p>
<p><b>DISCUSSION ITEMS</b></p>		
<p><b>Friends of Seymour Library Fundraising Event: 10/19 at 6 PM</b></p>	<p>"Between The Covers (of a Book)" will be held at Auburn Public Theater. Various individuals from the community will read or perform excerpts from their favorite books or writings. This is the second time for this event.</p>	<p>Trustees were encouraged to attend.</p>
<p><b>2017 Budget Meeting for Board of Trustees: 9/13 at 5 PM</b></p>	<p>Will be held at the Chamber of Commerce. A number of issues under discussion will impact the budget such as: cost centering, fines and fees, vacation leave policy review, whether to request a tax levy increase, consolidating positions, etc.</p>	<p>Director will email a draft budget and pertinent information to all Trustees prior to meeting for their preparation and review.</p>

<b>DISCUSSION ITEMS (continued)</b>		
<b>Trustee Election &amp; Decision re: Referendum on Raising Tax Levy</b>	Proposed Timeline Calendar for Required Election & possible Budget Referendum has been developed by Board Resource Committee, in conjunction with Director. (See attached calendar) Trustee vacancies exist: Auburn (1) & Sennett (1). Proposed Trustee Election set for December 6, 2016, with required postings starting 10/17/16. Board must decide by its 10/25/16 meeting (at the latest) whether to hold a Referendum to increase the tax levy, since postings must begin on 11/8/16 in order to hold a Budget Referendum on 12/6/16, to coincide with the Trustee Election.	<b>Motion to accept the Board Election and Budget Referendum calendar as proposed (Kent/Liberatore). Unanimous approval.</b> Discussion will continue on various methods to announce to the public the Trustee vacancies, steps in the Election process, and possible Referendum to raise the tax levy. Also, the feasibility of an absentee ballot will be explored.
<b>Board Resource Committee</b>	Self-assessment/evaluation of Board strengths and skills will be undertaken at a Board retreat, tentatively planned for early 2017. Strategic planning: Last patron survey was done in 2012. This can be redone via Survey Monkey through a variety of formats including patron data base, SPLD website, social media, etc. Director could distribute it in late October/early November with a 1-week response time. Results will be discussed at the retreat and can be incorporated into SPLD's strategic planning, as in 2012.	Committee will be working on scheduling and organizing a Board retreat targeted for late January/early February 2017.  Director will send to Trustees a draft patron survey to test prior to public launch.
<b>One Card, Many Libraries Program Agreement (in progress)</b>	The goal is that a card from one FLLS member library can be used at any library within the FLLS system. FLLS and its member libraries are progressing toward merging all patron records and will continue to work out language to anticipate/resolve any possible issues that might arise.	Director will update Board re: progress toward this goal.
<b>2017 Construction Grant Status</b>	Director and Building Committee have decided not to pursue the designated project for the 2017 NYS construction grant cycle. There were problems loading the information into the state system, questions about the Foundation's role re: application process, the urgency of dealing with the pension liability issue, and other potential building repair/maintenance issues. Also, a greater number of libraries are applying for grants in the 2017 cycle than in previous cycles.	Director and Building Committee will consider an application in the 2018 construction grant cycle.
<b>COMMENTS FROM PUBLIC</b>	None	

The meeting was adjourned at 6:48 PM (Messina/Smrtic).

Respectfully submitted,  
Joan Smrtic, Secretary

**Next Regular Board of Trustees Meeting: Tuesday, September 27, 2016 at 5:30 PM**

## Election & Referendum Calendar

10/17/16	50 days before election: Place legal notice to advertise availability of trustee petitions
11/1/16	36 days before election: Deadline for trustee candidates to submit petitions
11/8/16	28 days before referendum: place legal notice to advertise public hearing on referendum
11/15/16	21 days before referendum: hold public hearing on budget
11/16/16	20 days before election/referendum: earliest date to place legal notice and signs in municipal buildings to advertise election or referendum
11/23/16	13 days before an election/referendum: Final date to place legal notice and signs in the municipal buildings to advertise election/referendum
<b>12/6/16</b>	<b>Election day</b>
12/7/16	1 day after election: Place legal notice to announce results