

**Seymour Public Library District
Board of Trustees Meeting
October 25, 2016**

Present: Lisa Carr, Sue Ahner, Kathleen Carnes, Nancy Karpinski, Pat Messina, Mike Trapani, Joan Smrtic
Excused: Ellen DelloStritto, Ginny Kent, Larry Liberatore
The meeting was called to order at 5:30 PM.

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
*Minutes of 9/27/16 Meeting *Director's Report *Finance Committee Report *Policy Committee Report	*Correct draft minutes to reflect 2017 vacancies on Board of Trustees as one (1) in the City of Auburn and one (1) in the Town of Sennett. *Delete Personnel Committee Report from Consent Agenda – not received & reviewed in advance by all Trustees.	Motion to approve the Consent Agenda as corrected (Carnes/Trapani). Unanimous approval.
TRUSTEE EDUCATION		
	Open Meetings Law (Education Law Section 260): Director shared recommendations she had recently received and will email a copy to all Trustees. Among recommendations: the Trustees should consider adopting a policy to adhere to the Open Meetings Law. Although the Board of Trustees adheres to the law, this will be referred to Policy Committee. Review of specific requirements re: <ul style="list-style-type: none"> • Videoconferencing • Executive session • Advance notice to public of Board of Trustees and Committee meetings, & reasonable attempt to inform of changes • Public access to all documents under consideration, to the extent practicable Note: SPLD's minutes go beyond the OML requirement of providing a summary of proposals, motions, resolutions & votes.	Referral to Policy Committee: consider crafting a policy of adherence to Open Meetings Law
ACTION ITEMS		
Financial Statements for September 2016 (including Fines & Fees Summary)	Financial statements for September 2016 have been reviewed by Finance Committee and have been found to be in order. Committee recommends approval as submitted.	Motion to accept Financial Statements (including Fines & Fees Summary) for September 2016 as submitted (Trapani/Karpinski). Unanimous approval.
Approval of September 2016 Claims	Claims for September 2016 have been reviewed per procedure, and approval is recommended by Finance Committee Chair.	Motion to accept the September 2016 claims as submitted (Trapani/Messina). Unanimous approval.
Biblioteca/3M Maintenance Agreement	Electronic book security system service contract for 2017 needs renewal. Includes: the security stands checkpoint, security devices for various media, and self-check unit. Cost: \$4,187.00. Renewal recommended by Finance Committee.	Motion to renew the Biblioteca/3M Maintenance Agreement for SPLD's electronic book security system contract for 2017 (Ahner/Trapani). Unanimous approval.

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DISCUSSION ITEMS		
Trustee Election & Budget Referendum	<p>*Petitions for prospective trustees are due by 5 PM on 10/31/16. Several have been picked up.</p> <p>*Public Hearing on proposed budget has been scheduled for Monday, November 14, 2016 at 6 PM. (Original date of Tuesday, November 15 had to be changed due to Board of Trustees meeting scheduled for 11/15.) Notices re: public hearing will be sent out 1 week prior to 11/14.</p>	Compliance with timeline continues.
Retirement Plan Administration	<p>In aftermath of Finance Committee meeting on 10/17, Director has learned:</p> <p>*403(b) plans need a qualifying event to roll over to another account.</p> <p>*457 (b) deferred compensation plans (such as Nationwide's) have no restriction on eligibility and would provide external plan administration, thereby saving administrative time and ensuring timely notices to participants.</p> <p>Next Finance Committee meeting is Mon. 11/7; Personnel Committee members are encouraged to attend.</p>	Director will contact Nationwide to request a representative attend Finance Committee meeting on 11/7.
Library Hours	<p>In an effort to be more accessible, changes in Library Hours are being considered for 2017.</p> <p>To be discussed at Nov. meeting.</p>	
Strategic Planning	<p>Board of Trustees should consider and develop a plan and role for Seymour Public Library in the newly announced Central New York Regional Visitors' Center, to be open in Auburn by 2020.</p> <p>Topic for discussion at the Board Retreat in 2017.</p>	
FLLS Annual Meeting on 10/14	<p>Attended by several staff members and Trustees.</p> <p>Very informative discussion on using technology to bring compassion and humanism to society.</p> <p>Seymour Public Library District was cited several times to illustrate points. Director has a copy of FLLS Annual Report for review.</p>	
Friends of Seymour Library	<p>*Fundraiser "Between the Covers (of a Book)" on 10/19 at Auburn Public Theater: Attendance and raffle ticket sales were up from 2015. Will repeat in 2017, with minor adjustments.</p> <p>*Gala at Cosentino's Florist: 11/17 at 6 PM</p> <p>*Story Trees in December</p>	
Library Material Reorganization	<p>*Circulation has increased by 28% in Children's Room since picture books are sorted by category.</p> <p>*Ongoing reorganization of adults books by genre.</p>	
COMMENTS FROM PUBLIC	None	

The meeting was adjourned at 6:50 PM (Messina/Smrtic).

Respectfully submitted,

Joan Smrtic, Secretary

Next Regular Board of Trustees Meeting: Tuesday, November 15, 2016 at 5:30 PM