

**Seymour Public Library District
Board of Trustees Meeting
November 15, 2016**

Present: Lisa Carr, Sue Ahner, Kathleen Carnes, Ellen DelloStritto, Ginny Kent, Pat Messina, Mike Trapani, Joan Smrtic

Excused: Nancy Karpinski, Larry Liberatore

The meeting was called to order at 5:34 PM.

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
<p>*Minutes of 10/25/16 meeting *Director's Report *Finance Committee Report *Personnel Committee Report *Friends of Seymour Library Report</p>	<p>Typo noted in 10/25 meeting minutes: Date of FLLS Annual Meeting was 10/14/16.</p>	<p>Motion to approve the Consent Agenda as corrected (Trapani/DelloStritto). Unanimous approval.</p>
TRUSTEE EDUCATION		
<p>Genre Sorting Project</p>	<p>In an effort to further SPLD's mission of discovery and to help patrons find their "next good read", the Librarians will be reorganizing the adult book collection into genres and putting some smaller discrete collections into larger categories. This should help reduce the collection's choppiness (due to room size, the adult fiction alphabet split, and the need to reduce the size of A-Z fiction). <i>Romance</i> is the largest genre. <i>Crime Fiction</i> will include mysteries, legal thrillers, espionage, true crime (out of non-fiction 364's). <i>Horror</i>: Will follow <i>SciFi/Fantasy</i> downstairs. All of Stephen King's books will be in this one place, although all are not "horror". <i>Inspirational Fiction</i>: Will be at end of A-Z section.</p> <p>Signage is key and will assist patrons in finding where authors are. This project will be ongoing.</p>	<p>Director will update progress.</p>
ACTION ITEMS		
<p>Financial Statements for October 2016 (including Fines & Fees Summary)</p>	<p>Financial statements for October 2016 have been reviewed by Finance Committee and were found to be in order. Committee recommends approval as submitted.</p>	<p>Motion to accept Financial Statements (including Fines & Fees Summary) for October 2016 as submitted (Trapani/Messina). Unanimous approval.</p>
<p>Approval of October 2016 Claims</p>	<p>Claims for October 2016 have been reviewed per procedure, and approval is recommended by Finance Committee.</p>	<p>Motion to accept October 2016 Claims as submitted (Trapani/DelloStritto). Unanimous approval.</p>
<p>Resolution to pay election inspectors</p>	<p>SPLD will need to engage two election inspectors for the Budget Referendum & Trustee Election on 12/6/16 (10AM-8PM), to be paid \$125 each.</p>	<p>Motion to pay two election inspectors the sum of \$125 each, for overseeing the Budget Referendum & Trustee Election on 12/6/16 (10AM-8PM) (Ahner/DelloStritto). Unanimous approval.</p>

Agenda Item	Discussion	Action Taken/Next Steps
ACTION ITEMS (continued)		
<p>2017 Change in Hours</p> <p>Current hours: M-W: 10-9 Th-Fri: 10-6 Sat. 10-4</p>	<p>Director believes it is appropriate to change Seymour Library's hours of operation to the following: Mon-Wed: 9 AM – 8 PM Thurs-Fri: 9 AM – 6 PM Sat: 11 AM – 4 PM An earlier opening time during the week would be more convenient for patrons, many of whom are out in the community in the early morning. Patrons could adjust their use of the library on Saturday to a later opening time. Note: The library is mandated to be open 52 hours per week; the change would add one additional hour. Library will be open until 8 PM on "First Fridays". Director would like the new hours to go into effect, at the latest, as of 2/1/2017.</p>	<p>Motion to adopt the revised hours of operation as listed, to be effective, at the latest, as of February 1, 2017 (Messina/Kent). Unanimous approval.</p> <p>This change will be heavily publicized through various media and methods prior to adoption.</p>
<p>2017 Closed Days</p>	<p>*Designation of six 2017 Holidays: Jan 1; May 29; July 4; Sept 4; Nov 23; Dec 25. *Genre sorting/Non-fiction move: In addition to genre sorting discussed previously, history books will be moved downstairs, and 0-600's will be moved upstairs. These large-scale projects will interrupt the regular flow of library business and will be disruptive to patrons. The Director has made an administrative decision to close the Library to patrons for 3 days toward the end of January to make substantial progress in completing these projects. Some employees will be paid to help box and re-shelve books during this period, so Director is considering arranging a ½-day anti-sexual harassment training to coincide with this period.</p>	<p>Motion to accept the six designated holidays as closed days for 2017 (DelloStritto/ Messina). Unanimous approval.</p> <p>3-day closing will be heavily publicized in advance through various media and methods.</p>
DISCUSSION ITEMS		
403(b)/457 Pension Plans	More information being gathered.	Tabled to December meeting
<p>Trustee Election & Budget Referendum Scheduled for 12/6/16 (10 AM – 8 PM)</p>	<p>There are 3 candidates for 1 Trustee vacancy representing the City of Auburn: Kathleen Barnard, Laurie A. Piccolo & James A. Hanley. There is 1 candidate for 1 Trustee vacancy representing the Town of Sennett: Roberta D. Panek. Publicity: Press release for these events was sent to The Citizen on Nov. 2. It was included in the online edition, but not in a print edition. Announcements will be made via legal notice, social media and the website. Also, Director discussed these events in a recent article in the Sunday Citizen & during her appearance on WAUB. The Friends of Seymour Library will do a postcard campaign.</p>	<p>Director will contact The Citizen to see if the press release will be published in an upcoming print edition, and, if not, will inquire concerning the cost of a small paid ad to announce these activities.</p> <p>Notices re: these events will be posted in appropriate municipal buildings between 11/16-23, per timeline.</p> <p>Candidates will be invited to attend December Board of Trustees meeting.</p>

Agenda Item	Discussion	Action Taken/Next Steps
Discussion Items (continued)		
Fine Forgiveness	More information needed re: possible options. If the Board decides to do this, an appropriate timeframe could be during February 2017, designated as "Love Your Library" Month. Key considerations include: specific language, how various types of situations will be handled, who will have authority to make decisions. Various methods & media will be used for publicizing.	Tabled to December meeting. Director will obtain and share pertinent information re: other libraries' fine forgiveness campaigns and their experiences.
Sunday Hours	Limited Sunday hours may be instituted on a short-term trial basis during early 2017.	Tabled to December meeting.
SPLD's new website	Planned for launch in January 2017.	
Friends of Library Report	<p>The Director and Board of Trustees want to acknowledge the dedicated efforts of the Friends during the current year, as highlighted in their November 2016 report. Total membership now stands at 260, with 63 new members added in 2016. In October, the Friends of Seymour Library received a proclamation from the City of Auburn recognizing National Friends Week. The Director and Board deeply appreciate the Friends' continuing fundraising activities that have brought in over \$8,000 in income this year.</p> <p>Note: The Gala at Cosentino's scheduled for Nov. 17 has been canceled.</p>	
Update re: Petition to Amend SPLD's Charter	<p>At the 7/26/16 meeting, the Board approved a motion to execute the appropriate documents to amend SPLD's charter to formally increase the number of Trustees from seven to nine. This action is necessary to reflect that two additional Trustees were added to the Board in 2011, when the portion of the Town of Fleming in the Auburn Enlarged School District was added to the Seymour Public Library District.</p> <p>Appropriate documents were signed, and, along with a check for the \$60 filing fee, were sent to the state shortly after this meeting. Not having received a response, Director followed up on this matter. The check had been cashed, but no action to amend the charter has yet been taken by the Board of Regents. Director has been assured that this charter amendment will be on the February 2017 Regents Agenda.</p>	Director will follow up to ensure action has been taken by the NYS Board of Regents.
COMMENTS FROM PUBLIC	None	

The meeting was adjourned at 6:45 PM (DelloStritto/Messina).

Respectfully submitted,

Joan Smalic, Secretary

Next Regular Board of Trustees Meeting: Tuesday, December 13, 2016 at 5:30 PM