

**Seymour Public Library District
Board of Trustees Meeting
January 24, 2017**

Present: Lisa Carr, Kathleen Carnes, Ellen DelloStritto, James Hanley, Ginny Kent, Nancy Karpinki, Larry Liberatore, Pat Messina, Bobbie Panek, Joan Smrtic

The meeting was called to order at 5:32 PM.

Agenda Item	Discussion	Action Taken/Next Steps
WELCOME		
Newly elected Trustees Bobbie Panek, representing the Town of Sennett, and Jim Hanley, representing the City of Auburn, were welcomed to the Board of Trustees.		
CONSENT AGENDA		
*Minutes of 12/13/16 meeting *Director's Report *Finance Committee Report *Building Committee Report (added)		Motion to add the Building Committee Report to the Consent Agenda (Kent/DelloStritto). Unanimous approval. Motion to accept the Consent Agenda as amended (DelloStritto/Karpinski). Unanimous approval.
TRUSTEE EDUCATION		
Director highlighted various aspects of SPLD's new website including: *The new structure, main topics, drilling down to find specifics *"What to read next" & how to request a personalized recommendation *Podcasts She encouraged Trustees to explore the site and let her know if they discover any issues or links that don't work.		
ACTION ITEMS		
2017 Annual Meeting	*Nomination of Officers: The following slate of officers was nominated: President Pat Messina, Vice President Ellen DelloStritto, Secretary Joan Smrtic. *Election of above slate of officers *Appointment of Treasurer: Michael Trapani to be appointed to serve as Treasurer (Note: under By-Laws, the Treasurer is not required to be a Trustee)	Motion to nominate the following individuals to serve as officers of the SPLD Board of Trustees for 2017 – Patricia Messina - President, Ellen DelloStritto - Vice President & Joan Smrtic - Secretary (Messina/DelloStritto). Unanimous approval. Motion to approve the slate of officers as nominated for the SPLD Board of Trustees for 2017 (Messina/Liberatore). Unanimous approval. Motion to appoint Michael Trapani to serve as Treasurer for SPLD for the year 2017 (Messina/Kent). Unanimous approval.

Agenda Item	Discussion	Action Taken/Next Steps
2017 Annual Meeting (con't)	<p>*Contact Information for Board members</p> <p>*Conflict of Interest Statements</p> <p>*2017 Meeting Schedule for Board of Trustees: All dates are 4th Tuesdays, except December meeting (3rd Tuesday due to Christmas holiday).</p>	<p>Reviewed by Trustees.</p> <p>Each Trustee completed and signed a conflict of interest statement; all returned to Director.</p> <p>All meetings at 5:30 PM: 2/28, 3/28, 4/25, 5/23, 6/27, 7/25, 8/22, 9/26, 10/24, 11/28, 12/19. Director will post meeting schedule on website and at appropriate locations.</p>
Financial Statements (including Fines & Fees Summary) for December 2016	Financial statements for December 2016 have been reviewed by Finance Committee and were found to be in order. Committee recommends approval as submitted.	Motion to accept Financial Statements (including Fines & Fees Summary) for December 2016 as submitted (DelloStritto/Karpinski). Unanimous approval.
Approval of Claims for December 2016	Claims for December 2016 have been reviewed per procedure, and approval is recommended by the Finance Committee.	Motion to accept December 2016 Claims as submitted (DelloStritto/Kent). Unanimous approval.
<p>Policy Approval</p> <p>*Smokefree Workplace</p> <p>*Employee Learning & Growth Program</p>	<p>Policies had first reading at 12/13/16 meeting.</p> <p>Current policy being amended to include language re: various electronic nicotine delivery systems.</p> <p>Current policy being amended to change title and update/reword some language for clarity.</p>	<p>Motion to approve Policy re: Smokefree Workplace as amended (Messina/Carnes). Unanimous approval.</p> <p>Motion to approve updated Policy re: Employee Learning & Growth Program as amended (DelloStritto/Panek). Unanimous approval.</p>
Retirement Accounts 403(b)/457	<p>There has been much discussion and information-gathering the past several months as SPLD has considered joining Nationwide Financial Services, a not-for-profit under contract with NY State, to provide administration of a deferred compensation plan (457) for a number of current employees and retirees.</p> <p>There is no fee for administrative service provided, and no minimum number of employees is required to join. This would alleviate the staff time currently spent on 403(b) administration and compliance & would offer an option for retirement savings.</p>	<p>Motion for Director to take appropriate action to join Nationwide Financial Services, a not-for-profit under contract with New York State, for administration of a deferred compensation plan (457) for SPLD employees and retirees (Smrtic/Kent). Unanimous approval.</p> <p>Director will contact Nationwide & will gather detailed information on current 403(b) accounts. Discussions will continue on transitioning current 403(b) accounts.</p>

DISCUSSION ITEMS		
Board of Trustees Committees	2017 Committee Chairs & Trustee assignments were finalized.	Chairs to provide Director with dates & times for all 2017 Committee meetings, for posting
2017 Goals	<p>Director discussed some possibilities for her goals:</p> <ul style="list-style-type: none"> *Establish Nomination Committee for Board of Trustees *Recruit individuals from the community with specific expertise to participate ex officio on Board committees *Review current Board Committee structure to assess its effectiveness (Ex. some libraries have combined Finance & Personnel Committees, due to interrelation) *Continue to refine the Budget process *Continue to build community connections & tailor outreach to specific populations *Focus on customer experience *Keep up with technological changes 	<p>Director will prepare a document to assess the status of her 2016 goals and define her goals for 2017</p> <p>Director will distribute to Trustees the task chart from SPLD's current strategic plan for their review -- to determine which tasks remains uncompleted & the current relevancy of those tasks</p> <p>Update and distribute a patron & community survey in Spring 2017 – results to assist in goal setting and strategic planning</p> <p>Board & Director will begin setting goals and working on strategic planning for SPLD for the next 3-5 years</p>
COMMENTS FROM PUBLIC	None	

The meeting was adjourned at 6:43 PM.

Respectfully submitted,
Joan Smolic, Secretary

Next Regular Board of Trustees Meeting: Tuesday, February 28, 2017 at 5:30 PM