

**Seymour Public Library District
Board of Trustees Meeting
March 28, 2017**

Present: Lisa Carr, Kathleen Carnes, Ellen DelloStritto, Larry Liberatore, Pat Messina, Bobbie Panek, Joan Smrtic

Excused: Jim Hanley, Nancy Karpinski, Ginny Kent

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

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
*Minutes of 2/28/17 Meeting *Director's Report *Building Committee Report *Personnel Committee Report *Finance Committee Report *Policy Committee Report		Motion to accept the Consent Agenda as submitted (DelloStritto/Messina). Unanimous approval.
TRUSTEE EDUCATION		
<p>New Seymour Library Materials: The Director shared several new items available to patrons: (1) April 2017 Seymour Library Newsletter; (2) a magnet with new library hours; (3) a map and informational brochure detailing new library hours (as of 4/1/17), Local History Discovery Center hours, reorganized genre locations, a general listing of offerings including all types of materials, digital content, programming, etc. The informational brochure will be available at the circulation desk and to new members, and it was suggested that a larger version of the map be displayed for easy patron reference. (4) Director also demonstrated PLAYAWAY, a preloaded audio book option, part of a collection of about 30 titles that floats (each unit stays at the FLLS library where it is returned until it's taken out again). Advantage over conventional audio books: no discs to change. A list is available through the online catalog, and they can be put on hold. Some PLAYAWAY videos are also available for children. (5) The Library now has a subscription to Artistworks for Libraries through which patrons can take online classes in music and art.</p> <p>Director noted that she will be on WAUB radio on 3/30 and on Guy Cosentino's local cable TV show on 4/4. Her next Citizen column will be Sunday 4/9, kicking off National Library Week.</p>		
ACTION ITEMS		
Financial Statements (including Fines & Fees Summary) for January and February 2017	Consideration of the Financial Statements for January 2017 had been tabled at the February meeting to allow for reformatting. Statements for both January 2017 and February 2017 have been submitted and reviewed by the Finance Committee, and their approval is recommended.	Motion to accept the Financial Statements (including Fines & Fees Summary) for both January 2017 and February 2017 as submitted (DelloStritto/Liberatore). Unanimous approval.
Approval of Claims for February 2017	Claims for February 2017 have been reviewed per procedure. Finance Committee met and has recommended their approval.	Motion to accept the February 2017 Claims as submitted (DelloStritto/Messina). Unanimous approval.
Library Director II Job Description	The Civil Service job description For Library Director II is general and generic for all libraries. The Director believes it's important to have a job description that is more specific to the Seymour Public Library District. Personnel Committee has been refining the language for several months and recommends its approval.	Motion to approve the Library Director II Job Description as submitted (Smrtic/Messina). Unanimous approval.

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DISCUSSION ITEMS		
Cayuga Connect Group	FLLS Director and representatives from the nine member libraries met recently at Seymour Library. One topic of discussion was their desire to build an ongoing relationship with the Cayuga County Legislature, in light of the allocation in Cayuga County's 2017 budget in support of county libraries. Possibilities include: have a library representative attend each County Legislative meeting, visit with respective City and Town officials at their sites, host an event for public officials and Trustees from all 9 member libraries.	Discussion will continue.
Gift Policy	In light of anticipated distribution from Shelton Family Trust, SPLD will need to draft a gift policy. The trust states that the funds must go into an endowment which doesn't current exist. The Director is contemplating establishing a book or material endowment which could help reduce the share of tax money spent for materials and free up more public funds to support programming, staff, etc. The Foundation will be drafting a gift policy as well, and there should be an MOU between the Foundation and the Board of Trustees relative to gifts.	Discussion and drafting will continue.
Library Card Policy	Trustees are asked to review the proposed policy, for first reading at next meeting. It combines current policy with new language and attempts to put library card policy all in one place.	Director will email a PDF version to Trustees for their review in advance of next meeting.
Seymour Public Library Is Being Recognized by Cayuga County Chamber of Commerce as "Non-Profit of the Year"!	Award Luncheon at Springside Inn, May 18 at 11:30 AM. The Foundation will pay for a table of 8 at the award luncheon, with staff having first priority. Director will discuss at staff meeting on 3/30. Tickets are \$40 and are available at C of C. A press release is imminent. Congratulations to all!	
Library Trustee Association Workshop – Sat. May 6 at Binghamton	Information is available at Association website and in next newsletter.	
Review of Lease Agreement	The lease agreement for the library building has been in place since 1995 and should be reviewed and updated, including: *removing personal names *changing Schedule A *updating language regarding books vs. materials; day to day expenses, etc.	A new lease will be drafted, with oversight and review by Foundation & SPLD attorneys.

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DISCUSSION ITEMS (con't)		
Annual Audit	Kim Bailey, from Buffington & Hoatland, will meet with the Finance Committee in April and then present the Audit for 2016 at the next Board meeting.	
Fine Forgiveness	"Welcome Back" will run from April 10-21, to coincide (partly) with National Library Week.	
ACTION ITEM		
Salary & HSA of a Specific Employee		<p>At 6:35 PM, the Board of Trustees voted to enter Executive Session to discuss the salary and Health Savings Account of a specific employee (Smrtic/Messina). Unanimous approval. At 6:50 PM, the Board of Trustees voted to leave Executive Session (Smrtic/DelloStritto). Unanimous approval.</p> <p>Motions made to:</p> <p>(1) Increase the Director's annual salary by \$2,935, effective 3/1/17 (Smrtic/Panek), bringing the Library Director's annual salary, with 1.5% COLA, to \$75,000, unanimous approval; and</p> <p>(2) Contribute to Director's Health Savings Account for the benefit year 2017-2018, per the established formula, in the amount of \$4,036.68 (Smrtic/DelloStritto), unanimous approval; and</p> <p>(3) Reimburse the Director's Health Savings Account in the amount of \$372.42, for monies underpaid during the 2016-2017 benefit year (Smrtic/DelloStritto), unanimous approval.</p>
COMMENTS FROM THE PUBLIC	None	

The meeting was adjourned at 6:55 PM (Smrtic/Carnes).

Respectfully submitted,
Joan Smrtic, Secretary

Next Regular Board of Trustees Meeting: Tuesday, May 2, 2017 at 5:30 PM
 (rescheduled from 4/25/17 at 5:30 PM due to Director's conflict)