

**Seymour Public Library District
Board of Trustees Meeting
June 27, 2017**

Present: Danette Davis, Assistant Director; Kathleen Carnes, Ellen DelloStritto, Nancy Karpinski, Ginny Kent, Larry Liberatore, Pat Messina, Joan Smrtic
Excused: Director Lisa Carr, James Hanley, Roberta Panek

The meeting was called to order at 5:35 PM.

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
*Minutes of 5/23/17 meeting *Finance Committee Report (6/19/17) *Personnel Committee Report (6/15/17) *Policy Committee Report (6/6/17)	None	Motion to approve the Consent Agenda as submitted (Kent/Liberatore). Unanimous approval.
TRUSTEE EDUCATION		
Director received notification from the State Education Department that the amendment to SPLD's charter was approved by the New York State Board of Regents at their June 13, 2017 meeting. In 2011, the portion of the Town of Fleming in the Auburn Enlarged School District voted to join the Seymour Public Library District. Two additional Trustees were added to the Board of Trustees to represent this area, but the charter had not been amended at that time to reflect these changes.		
ACTION ITEMS		
Financial Statements (including Fines & Fees Summary) for May 2017	Financial statements for May 2017 have been reviewed by the Finance Committee and were found to be in order. Finance Committee recommends approval as submitted.	Motion to accept the Financial Statements (including the Fines & Fees Summary) for May 2017 as submitted (DelloStritto/Karpinski). Unanimous approval.
Approval of Claims for May 2017	Claims for May 2017 have been reviewed per procedure. Finance Committee recommends approval as submitted.	Motion to accept the May 2017 Claims as submitted (DelloStritto/Messina). Unanimous approval.
DISCUSSION ITEMS		
Conflict of Interest--First Reading	Should an attorney review the proposed policy & disclosure form before Board adoption?	For comparison purposes, the Board's Foundation representative will provide a copy of the Foundation's Conflict of Interest Policy & Procedure to Director. Trustees are asked to read carefully and be prepared to discuss the proposed policy & disclosure form at next meeting.

Agenda Item	Discussion	Action Taken/Next Steps
DISCUSSION ITEMS (con't)		
Library Card Policy - Second Reading	<p>Discussed at last Board meeting and at the Policy Committee meeting. There was a general feeling on the Board that the policy should be short and generally written.</p> <p>On 6/21/17, Director emailed Trustees the proposed revised wording for the Library Card Policy, recommended by the Policy Committee: "Library cards are free to all residents or property owners in the Finger Lakes Library System. Residents outside of the Finger Lakes System can purchase a card for \$75. Residents and property owners within the Seymour Library tax district enjoy enhanced borrowing privileges."</p> <p>Trustees present felt the proposed policy was acceptable, although the group agreed the reference to \$75 should be deleted, as that fee could change in the future.</p> <p>The previously proposed guidelines will provide information and procedures to support and clarify specific borrowing situations for staff.</p>	Tabled for further discussion & action at the next Board meeting.
Trustee Bylaws	<p>*Need to be amended, due to requirements of the NYS Non-Profit Revitalization Act that will go into effect in 2018.</p> <p>*Need to develop a procedure to report Trustees' anticipated absences for Board meetings. This is currently done informally by email or phone, but there are occasions when Board members haven't provided prior notice of absences. This information is vital to determine if there will be a quorum for action at a particular Board meeting, and according to the Bylaws, 3 unexcused absences result in a deemed resignation.</p>	<p>Both matters referred to Policy Committee.</p> <p>Trustees are asked to report anticipated meeting absences to the Director or Board President.</p>
2018 Budget – Tax Levy	Finance Committee is still discussing whether to ask for an increase in the 2018 tax levy and will be prepared to make its recommendation by August.	
Request for Qualifications (RFQ) Building Condition Survey & Master Plan – Update	Responses were received from eight (8) architectural firms. Director, Assistant Director & Building Committee Chair are reviewing submissions. The firms supplied their own resumes plus resumes of teams that work with them on projects.	At 6/30 Building Committee meeting, the group will be narrowed to 3 firms, with anticipated interviews to occur in mid-July. Anticipate being ready to sign a contract in August.
COMMENTS FROM PUBLIC	None	

The meeting was adjourned at 6:25 PM (Messina/Smrtic).

Respectfully submitted,

Joan Smrtic, Secretary

Next Regular Board of Trustees Meeting: Tuesday, July 25, 2017 at 5:30 PM.