

**Seymour Public Library District
Board of Trustees Meeting
August 22, 2017**

DRAFT

Present: Lisa Carr, Kathleen Carnes, Ellen DelloStritto, Nancy Karpinski, Ginny Kent, Pat Messina, Joan Smrtic

Excused: James Hanley, Larry Liberatore, Roberta Panek

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

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
*Minutes of 7/25/17 meeting *Finance Committee Report (8/16/17) *Policy Committee Report (8/8/17) *Director's Report (8/17/17)	None	Motion to approve the Consent Agenda as submitted (Kent/DelloStritto). Unanimous approval.
TRUSTEE EDUCATION		
<p>Director reported on recent quarterly meeting of FLLS Falcons group, attended by library directors in the Finger Lakes Library System. Topics discussed:</p> <p>(1) Integrated Library System (including Polaris) is financially supported by member libraries. Rex Helwig, System Administrator for FLLS, presented a draft budget for 2018. He anticipates a 3% increase in each library's allocation (SPLD is currently paying \$13,000-\$14,000 for 2017). Raising fees to offset the increase is a challenge for member libraries. Rex noted that for the 33 FLLS member libraries, fine revenue has decreased 50%, due to AutoRenew. There is value in participating in the ILS: System support, computers are bought in bulk, and the system supports "Overdrive" for econtent purchasing.</p> <p>(2)The FLLS Direct Access Plan (last revised in 2012) was updated to include the "One Card, Many Libraries" (instituted last year) to demonstrate that all patrons are being treated in an equal manner. This plan addresses how FLLS and member libraries serve the chartered service areas, with attention to the unserved areas. FLLS has been using a benchmark of 20% for hardship related to serving out-of-district patrons. The rest of NYS is using a benchmark of 10%, so DLD recommended adopting this standard at FLLS.</p>		
ACTION ITEMS		
Resignation of Roberta Panek, Trustee representing the portion of Sennett in the Auburn Enlarged City School District	The Board wishes to express its appreciation to Ms. Panek for her efforts and the time she has served as a Trustee. Per the By-Laws of the Board of Trustees, the Board will appoint a new Trustee to serve the remainder of Ms. Panek's term (through December 31, 2020). Individuals who meet the specific residency requirement may contact the Director to express their interest in being appointed. It is hoped this appointment can be made at the next Board meeting.	Motion to accept the resignation of Roberta Panek, Trustee representing the portion of the Town of Sennett in the Auburn Enlarged City School District (Messina/DelloStritto). Unanimous approval.
Approval of Financial Statements (including Fines & Fees Summary) for July 2017	Financial statements for July 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 Fines & Fees Summary) for July 2017 as submitted (DelloStritto/Karpinski). Unanimous approval.
Approval of Claims for July 2017	Claims for July 2017 have been reviewed per procedure. Finance Committee recommends approval as submitted.	Motion to accept the July Claims as submitted (DelloStritto/Kent). Unanimous approval.
Agenda Item	Discussion	Action Taken/Next Steps

ACTION ITEMS (continued)		
NYS Construction Grant Application	At the July meeting, Director presented a proposal to apply for a NYS Construction Grant to refurbish the lobby. Since that time, the cost estimate has increased to \$130,000 for the project, so the completed application would require assurances that 50% (\$65,000) would be raised by the District and/or Foundation. After a lengthy discussion, it was determined that this grant would not be pursued at this time. The Board appreciates the work the Director has put into preparing the application and necessary documentation.	Tabled at this time. The Board is open to consideration of applying in the 2018 grant cycle.
Conflict of Interest Policy	The Policy Committee made a minor wording change in the most recent version submitted to the Board and recommends Board approval as now submitted.	Motion to approve the Conflict of Interest Policy as presented in its final version (Kent/Messina). Unanimous approval.
Personnel	<p>Library Associate: There is a valid Civil Service list, so Director recommends that Kelsey Marquart and Jen Messie be appointed permanently to the 2 available positions. There is no impact on Kelsey's hourly rate as she had been appointed provisionally. Director recommends that Jen's hourly rate be increased to \$14.50, the minimum rate for Library Associate.</p> <p>Librarian III: Director recommends that Leigh Romano, currently a Librarian I, be appointed provisionally to the position of Librarian III, subject to the results of a future Civil Service exam. She functions as a department head supervising Adult Services which encompasses much of the materials budget. She also supervises several employees. Director recommends that her hourly rate be increased to \$25, the minimum rate for Librarian III.</p> <p>Sr. Research Aide: Director is having ongoing discussions with Civil Service as she doesn't believe the Civil Service description is tailored adequately to a Library setting, thus affecting the scope of a future exam.</p> <p>Librarian II: Director has requested that the Civil Service test be given for this position. There is no current list.</p>	<p>Motion to:</p> <p>(1) Permanently appoint Kelsey Marquart and Jen Messie to the position of Library Associate, each to receive an hourly rate of \$14.50; and</p> <p>(2) Provisionally appoint Leigh Romano to the position of Librarian III at an hourly rate of \$25.00, subject to the results of a future civil service exam (DelloStritto/Messina).</p> <p>Unanimous approval.</p>
DISCUSSION ITEMS		
2018 Budget: tax levy	The Board must vote no later than its September meeting whether to request a tax levy increase for 2018 (approx. \$10,000). Lisa plans to schedule an informational meeting for Trustees to explain the proposed budget for 2018 and answer any questions Board members may have.	Motion that the Board members present at this meeting are in favor of raising the tax levy to a level allowed by New York State (DelloStritto/Carnes). Unanimous approval.
Agenda Item	Discussion	Action Taken/Next Steps

DISCUSSION ITEMS (con't)		
Emergency Plan: Water	If the Cayuga County Health Department should declare that cytotoxins (from the blue green algae bloom on Owasco Lake) have passed through the water plant into the Auburn water supply, Auburn water couldn't be used by the Library's employees and patrons. The Health Department is encouraging stockpiling of water in case this should happen.	Director continues to monitor this issue as she writes the SPLD's safety plan.
Library Patron Survey	This hasn't been done since 2012. Causewave Community Partners (formerly the Rochester Ad Council) has made a few modifications to the original survey they created.	The patron survey will be sent via various methods during the next week; respondents will have 1 week to respond. Results will be compiled and used for future strategic planning.
COMMENTS FROM PUBLIC	None	

The meeting was adjourned at 7:20 PM (DelloStritto/Messina).

Respectfully submitted,
Joan Smolic, Secretary

Next Regular Board of Trustees Meeting: Tuesday, September 26, 2017 at 5:30 PM

Remaining monthly Board of Trustees Meetings for 2017:

- ***Monday, October 23, 2017 at 5:30 PM (Changed from Tuesday, October 24, due to a conflict)**
- *Tuesday, November 14, 2017 at 5:30 PM**
- *Tuesday, December 12, 2017 at 5:30 PM**