

**Seymour Public Library District
Board of Trustees Meeting
September 26, 2017**

DRAFT

Present: Lisa Carr, Kathleen Carnes, Ellen DelloStritto, Jim Hanley, Ginny Kent, Larry Liberatore,
Pat Messina, Joan Smrtic, Joe Runkle

Excused: Nancy Karpinski

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

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
<p>*Minutes of 8/26/17 Meeting *Finance Committee Report (9/18/17) *Personnel Committee Report (9/5/17) *Director's Report (8/17/17)</p>	<p>Secretary noted 2 corrections to draft Minutes: (1) Under "Trustee Education", the second to the last sentence should read: "The rest of NYS is using a benchmark of 10%, so 10% was adopted for FLLS." (2) Under "Library Patron Survey", the Rochester Ad Council is now known as Causeway Community Partners.</p>	<p>Motion to approve the Consent Agenda as amended (Messina/Carnes). Unanimous approval.</p>
<p>Appointment of Trustee to complete term of resigned trustee (from the portion of the Town of Sennett in the Auburn Enlarged City School District)</p>	<p>Candidate interviews were variously conducted by Director, Assistant Director, President & Secretary of the Board. The consensus recommendation is for Joseph Runkle to be appointed to fill the vacancy. .</p>	<p>Motion to appoint Joseph Runkle to fill the unexpired term of a Trustee representing the portion of the Town of Sennett in the Auburn Enlarged City School District, with the term expiring on December 31, 2020 (Messina/Smrtic). Unanimous approval.</p> <p>Joseph Runkle was welcomed to the Board. He will serve on the Finance Committee and will sign his oath at the Cayuga County Clerk's Office in the near future.</p>
<p>Update: Friends of Seymour Library</p>	<p>There is much activity going on this fall, including: *Putting together a calendar for 2018 *10/16 – 10/20: Friends of Libraries Week (refreshments & membership signup) *10/18 at 5:30 PM: Monthly Meeting *10/18 at 6:15 PM: Tom Henry will speak at the Library on the Underground Railroad * 11/7 at 7 PM: Holding a book-inspired Trivia Night at Moondog Lounge</p>	
ACTION ITEMS		
<p>Financial Statements (including Fines & Fees Summary) for August 2017</p>	<p>Financial Statements for August 2017 have been reviewed by the Finance Committee and found to be in order. Finance Committee recommends approval as submitted.</p>	<p>Motion to accept the Financial Statements for August 2017 as submitted (Liberatore/Runkle). Unanimous approval.</p>
<p>Approval of Claims for August 2017</p>	<p>Claims for August 2017 have been reviewed per procedure. Finance Committee recommends approval as submitted.</p>	<p>Motion to accept the August 2017 claims as submitted (DelloStritto/Messina). Unanimous approval.</p>

Agenda Item	Discussion	Action Taken/Next Steps
<i>ACTION ITEMS (continued)</i>		
Trustee Election & Budget Referendum	<p>*Trustee Election: There will be no Trustee Election this year, since no Trustee terms expire at the end of 2017.</p> <p>*Budget Referendum: When the Director used the online formula for calculating a tax levy increase that would stay under the state cap, the acceptable increase turned out to be up to \$18,000 (the Board had previously been considering an increase of \$10,000). After discussion, Board consensus was to request \$16,000, to ensure staying under the cap.</p>	<p>Motion to request a \$16,000 increase in the tax levy for SPLD's 2018 budget, which, if approved, would bring the tax levy to \$796,000, with the Budget Referendum set for December 7, 2017 (Liberatore/Hanley). Unanimous approval.</p> <p>Attached to these minutes: timeline for required actions and deadlines relative to the budget referendum .</p> <p>Director is awaiting current figures from County's Real Property & Assessment Office to calculate the actual tax increase for the various municipalities, based on a property market value of \$100,000.</p>
Library Historian Position	<p>Director has been discussing with Civil Service the scope of the exam that would be offered for the current Sr. Research Aide position. She disagrees with the largely clerical proposed test for that position and believes the position requires a background in History. Civil Service has approved creating a new position with the job title of Library Historian, with a job title, qualifications, duties and scope more appropriate to Seymour Library's needs. The Director requests that the Board create a new position of Library Historian and provisionally name the current Sr. Research Aide, Dori Gottschalk-Fielding, to this position, at the same wage rate she currently earns.</p>	<p>Motion to create the position of Library Historian and provisionally appoint Dori Gottschalk-Fielding to this position at her current rate of \$22.00 per hour, subject to the results of a future Civil Service test (Kent/Messina). Unanimous approval.</p>
<i>DISCUSSION ITEMS</i>		
Committee Meeting Schedule	<p>Finance – 10/16 at 4:30 (Director's office) Policy – 10/3 at 1:00 (Chamber of Commerce) Building – 10/6 (Director's office) Personnel – 10/19 at 1:00 (Director's Office) Board Resource – Need to name a chair & schedule meeting</p>	<p>The Board will continue to reach out to community members to serve on committees.</p>
Finger Lakes Library System Annual Meeting – Friday, 10/13	<p>Will be held in Seneca Falls this year.</p>	<p>Deadline to register: 9/29/17. Any Trustees planning to attend should let Director know, for carpooling purposes.</p>
Patron Survey Results	<p>Causeway Community Partners will be sharing results on October 12 at 9:30.</p>	<p>Trustees interested in attending should inform Director. Director will share PowerPoint at next Board meeting. This is the first step in developing the Library District's new strategic plan.</p>
Conflict of Interest forms		<p>Director will email forms for Trustees to complete and bring to October meeting.</p>
<i>COMMENTS FROM PUBLIC</i>	<p>None</p>	

The meeting was adjourned at 6:25 PM (Liberatore/Kent).

Respectfully submitted,
Joan Smolic, Secretary

Next Regular Board of Trustees Meeting:

Monday, October 23, 2017 at 5:30 PM (note this is a Monday meeting due to a conflict)

Reminder re: 2017 Remaining Monthly Meetings:

Tues. November 14, 2017 at 5:30 PM

Tues. December 12, 2017 at 5:30PM

2018 Budget Referendum Timeline

2017	Action To Be Taken
11/7	28 days before referendum: Place legal notice to advertise public hearing on referendum
11/14	21 days before referendum: Hold public hearing on the budget
11/15	20 days before referendum: Earliest date to place legal notice and signs in municipal buildings to advertise referendum
11/22	13 days before referendum: Final date to place legal notice and signs in municipal buildings to advertise referendum
12/5	Referendum Day
12/6	1 day after referendum: Place legal notice to announce results