

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

Present: Lisa Carr, Kathleen Carnes, Guy Cosentino (representing Foundation), Ellen DelloStritto, Ginny Kent, Pat Messina, Bobbie Panek, Joan Smrtic,  
Excused: Jim Hanley, Nancy Karpinski, Larry Liberatore

The meeting was called to order at 5:33 PM.

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Taken/Next Steps</b>
<b>CONSENT AGENDA</b>		
*Minutes of 1/24/17 Meeting *Director's Report *Personnel Committee Report *Board Resource Committee Report		<b>Motion to accept the Consent Agenda as submitted (DelloStritto/Messina). Unanimous approval.</b>
<b>TRUSTEE EDUCATION</b>		
<b>EDI (Electronic Data Interchange):</b> About 3 years ago SPLD began using the Acquisitions module of Polaris worked with FLLS to use EDI. The library currently uses this process with Ingram Books. Librarians are designated as selectors for specific collections order and download book selections directly into our library software, Polaris. The interface updates our online catalog with an "on order" status and payments are made online. A designated staff member unpacks the shipments upon arrival, processes the materials, and interfaces with the book jobber to resolve any discrepancies. Librarians no longer have to keep and constantly update lists of ordered books. The library will begin EDI with Recorded Books in 2017.		
<b>ACTION ITEMS</b>		
<b>Financial Statements (including Fines &amp; Fees Summary) for January 2017</b>	Discussion of possibly reformatting financial statements relative to some income sources. Budget approved in December attempts to project anticipated gifts, grants and Foundation income for the next year, but the actual amounts may differ, once we're into the new year. Director and Finance Committee will study this issue and make recommendations to be used in calculating the 2018 projected budget. In the meantime, bookkeeper will prepare financial statements as have been done in the past.	<b>Tabled to March meeting.</b>
<b>Approval of Claims for January 2017</b>	Claims for January 2017 have been reviewed per procedure. Finance Committee met and has recommended their approval.	<b>Motion to accept the January 2017 Claims as submitted (DelloStritto/Messina). Unanimous approval.</b>
<b>2016 NYS Annual Report</b>	Director has completed the lengthy report online and has submitted it to the Finger Lakes Library System for final review. Every year additional data is requested. Data is tabulated and made available online. Director shared this report with all Trustees for their review.	<b>Motion to approve the 2017 NYS Annual Report as submitted to New York State (DelloStritto/Kent). Unanimous approval.</b>

<b>ACTION ITEMS (continued)</b>	<b>DISCUSSION</b>	<b>ACTION TAKEN/NEXT STEPS</b>
<p><b>Personnel Recommendations</b></p> <p><b>*Request to increase wage for Youth Services Coordinator for Children’s Room</b></p> <p><b>*Create a second Library Associate Position</b></p>	<p>When the Children’s Librarian resigned last fall, Jill Hand, Youth Services Coordinator, took over running the Children’s Room, under the Assistant Director’s supervision. Jill is doing supervision, program development and a myriad of other administrative duties and has begun an MLS program at SU. Director requests her hourly wage be increased to \$18.50 per hour, to be comparable to the Community Services Coordinator. Personnel Committee recommends this increase which is within the 2017 Wage Scale.</p> <p>Civil Service Test will be given for this position on 4/29/17. Provisional appointees and other staff who meet the minimum qualifications have been made aware of the test date. Resulting list will be used for future permanent appointments. Civil Service informed Director that SPLD has only created one Library Associate position and needs to create another. Library Associate positions will consolidate Clerk PT positions. Also Library Associate is a competitive title and doesn’t have a maximum work hour restriction, as does the Clerk PT title.</p>	<p><b>Motion to increase the hourly wage of the Youth Services Coordinator for the Children’s Room to \$18.50 per hour (DelloStritto/Messina). Unanimous approval.</b></p> <p><b>Motion to create a second Library Associate Position (DelloStritto/Kent). Unanimous approval.</b></p>
<p><b>Library Card Policy</b></p>		<p><b>Tabled to March meeting.</b></p>
<p><b>Retirement Accounts 403(b)/457</b></p>	<p>At 1/24/17 Board meeting, the motion was made &amp; unanimously approved for the Director to take appropriate steps for SPLD 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.</p> <p>Director received a document from Nationwide Financial Services for appropriate officers to sign to begin the process.</p>	<p><b>Motion to authorize appropriate signatures to move forward Seymour Public Library District’s enrollment with Nationwide Financial Services (Kent/Carnes). Unanimous approval.</b></p>

<b>Fine Forgiveness Program</b>	Director would like to proceed with a Fine Forgiveness Program (“Welcome Back”) during 2 weeks in April 2017 (4/10-21). Designated staff will evaluate the library account and forgive eligible fines and fees for any Seymour Library- owned overdue books, videos or other library materials. Photo ID with signature and proof of current residence required. Materials must be brought in, not placed in book drops. Fines & fees on items owned by other Finger Lakes Library System libraries cannot be waived. This is a 1-time program and will be evaluated for its effectiveness. Most current fines are from non-return of DVD’s, and AutoRenew has helped to decrease overdue fines.	<b>Motion to authorize a 1-time Fine Forgiveness Program (“Welcome Back”) for Seymour Library-owned materials, to take place from April 10-21, 2017, under the guidelines established by Director (Messina/Panek). Unanimous approval.</b>  Director will ensure that publicity for this program will be disseminated through various media including the Director’s article in the Sunday Citizen, signage, on website & all SPLD’s social media, through natural partners in the community, etc.
<b>DISCUSSION ITEMS</b>		
<b>Director’s Annual Evaluation</b>	Trustees were requested to review Director’s assessment of 2016 Goals & Statement of 2017 Goals, complete the evaluation form and return it to Personnel Comm. Chair by 3/3.	
<b>Cake Pan Lending Library</b>	Director hopes to roll it out within the next month, thanks to funding from the Everett Trust. Available items will be catalogued.	
<b>COMMENTS FROM THE PUBLIC</b>	None	

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

Respectfully submitted,  
Joan Smrtic, Secretary

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