

**Seymour Public Library District  
Board of Trustees Meeting  
October 23, 2017**

**DRAFT**

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

Excused: Larry Liberatore

The meeting was called to order at 5:32 PM.

Agenda Item	Discussion	Action Taken/Next Steps
<b>CONSENT AGENDA</b>		
<p><b>*Minutes of 9/26/17 Meeting</b>  <b>*Finance Committee Report (10/16/17)</b>  <b>*Personnel Committee Report (10/19/17)</b>  <b>*Policy Committee Report (10/3/17)</b></p>	<p>*One correction to Minutes: Update on Friends of the Library: the calendar will be for 2018.</p> <p>*All committee meeting dates were corrected and appear in the listing at the left.</p>	<p><b>Motion to approve the Consent Agenda as amended (Runkle/Kent). Unanimous approval.</b></p>
<b>TRUSTEE EDUCATION</b>		
<p>Constituent Survey Results: The results were shared by Causeway Community Partners at a presentation on October 18, and Director will email the slide presentation to all Trustees. Some highlights:</p> <p>*Survey participation in 2012: 503; in 2017: 807. Of the 2017 respondents who provided demographic information: 76% were women, 60% 55 and older, 65% from the City of Auburn, 39% retired, 37% employed full time, 13% employed part time, 45% bring children under10 to the Library.</p> <p>Not all respondents responded to every question.</p> <p>*676 (96.6%) describe Seymour Library in one word as an "asset". Other descriptors: "gem", "community", "resource", "treasure", "awesome". They describe the library as "an historic and beautiful place", "a valuable resource for the community", "a friendly place with a welcoming atmosphere". 96% strongly agree/agree that staff are friendly, 94% strongly agree/ agree that staff are customer-focused, 96% strongly agree/agree that staff are professional, 95% strongly agree/agree that staff are "happy to assist".</p> <p>*Net Promoter Score (would you recommend?) went from 64.66% in 2012 to 78.13% in 2017. Some reasons for not recommending the library: "it could be better organized", "small selection", "not handicap accessible", "staff could be more approachable", "I can't check out DVD's", "limited parking", "noisy".</p> <p>*"Why don't you use the Library more often?" 24 responses (3.4%) including: "I never think to go there", "I cannot take out some materials I want because I live outside the district", "I use a different library", "Library policies prohibit me from borrowing", "Lack of materials that interest me", "The hours aren't convenient for me", "I've moved", "Had a bad experience".</p> <p>Although the responses were overwhelmingly positive, the total results must be processed. As a Board, we need to study the responses, within the context of our brand platform, and determine where resources should be allocated in the future as the District's strategic plan is updated.</p>		
<b>ACTION ITEMS</b>		
<p><b>Financial Statements (including Fines &amp; Fees Summary) &amp; Claims for September 2017</b></p>	<p>Financial statements for September 2017 have been reviewed by the Finance Committee and found to be in order. Claims for September 2017 have been reviewed per procedure. Finance Committee recommends approval as submitted.</p>	<p><b>Motion to accept the Financial Statements (including Fines &amp; Fees Summary) and Claims for September 2017 as submitted (Runkle/DelloStritto). Unanimous approval.</b></p>
<p><b>Budget Referendum: 2018 Proposed Operating Budget</b></p>	<p>Director &amp; staff are preparing paperwork and taking actions to comply with the timeline for the 2018 Budget Referendum to be held on Tuesday, Dec. 5, 2017. The Public Hearing will be on Tuesday, Nov. 14 from 5-6 PM. The Board's monthly meeting will be held Nov. 14 at 5:30PM. With the proposed tax levy of \$796,000 (including the proposed \$16,000 tax increase), the Cayuga County Office of Real Property &amp; Assessment estimates the budget increase, if approved, will result in an approximate tax increase of \$.92 per \$100,000 market value for SPLD properties.</p>	<p>The Board of Trustees needs to pass a resolution to accept a percentage increase above 2% if there should be a calculation error or if the \$16,000 proposed tax levy increase turns out to be above the state cap, once it's set. Director will prepare the resolution for vote at the November meeting.</p>

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<b>ACTION ITEMS (continued)</b>		
<b>Budget Referendum (con't)</b>	<p>Discussion of methods being used to publicize Budget Referendum:</p> <ul style="list-style-type: none"> <li>*Posting legal notices &amp; signs as required</li> <li>*Director sending a letter to each municipality in SPLD offering to attend a local meeting to explain the budget (if a municipality follows up, one Trustee from that municipality is asked to attend)</li> <li>*Posting on website &amp; social media</li> <li>*Letter from Board to Editor of The Citizen</li> <li>*Inclusion in Director's column in The Citizen</li> <li>*Friends of Seymour Library sending postcards</li> </ul>	Director will check on the cost of placing a small regular ad in The Citizen and report back to Board.
<b>Recommendation to Hire Clerk Part Time</b>	Due to the necessity to reduce a current Clerk's hours, Director recommends that Laura Taylor be hired as a Clerk PT at the rate of \$12 per hour, to work 10-16 hours per week. The Personnel Committee recommends this appointment.	<b>Motion to hire Laura Taylor as a Clerk PT at the rate of \$12 per hour, to work 10-16 hours per week (Messina/Hanley). Unanimous approval.</b>
<b>Revisions to Bylaws: First Reading</b>	Due to changes necessitated by the New York Nonprofit Revitalization Act of 2013, the Bylaws need to be reworded, especially in the area of the types of committees allowed.	First Reading tabled. No action taken. The Policy Committee will continue working on the draft revisions and hopes to finalize the proposed language at its 12/5 meeting, for first reading at the December Board meeting.
<b>Conflict of Interest Policy for Staff: First Reading</b>	<p>At the Committee's request, the Director drafted a document incorporating language used in the FLLS's COI policy and some language from the Board of Trustees' former Conflict of Interest Policy. This draft was shared with Board members prior to this meeting.</p> <p>If adopted, the Conflict of Interest Policy would be added to Section 908 of the Employee Handbook. It will become part of the packet for new employees, and Director will inform current staff of this new policy &amp; their required compliance at a staff meeting, probably in November. The Personnel Committee recommends its adoption.</p>	<b>Motion to waive the second reading and approve the Conflict of Interest Policy for Staff (Kent/Smrtic). Unanimous approval.</b>
<b>Conflict of Interest Forms for Board of Trustees</b>	At its 8/22/17 meeting, the Board approved the new Conflict of Interest Policy for Trustees and Key Persons in the Seymour Public Library District.	<b>Director &amp; all Trustees present at this meeting completed their individual forms as required by the Conflict of Interest Policy. Completed forms were given to the Director, for retention by the SPLD. Director will ensure that Trustee Liberatore, excused from this meeting, completes and submits his COI policy in a timely manner.</b>
<b>DISCUSSION ITEMS</b>		
<b>Friends of Seymour Library</b>	<p>The Friends are involved in many activities:</p> <ul style="list-style-type: none"> <li>*Just celebrated Friends of Libraries Week (10/16-20): refreshments &amp; member signup at Library</li> <li>*11/7 (7-9 PM): Trivia Night at Moondog's Lounge</li> <li>* Preparing a 2018 calendar with reading theme</li> </ul>	

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<b>DISCUSSION ITEMS (continued)</b>		
<b>FLLS Annual Meeting in Seneca Falls 10/13</b>	Director & several Trustees attended. All were impressed with the speaker. Lower attendance than in the past. Next year it will return to Ithaca.	
<b>Cayuga Reads – Author Talk on Wednesday, October 25 at 7 PM at Auburn Public Theater</b>	Seymour Library, in partnership with the Harriet Tubman Boosters, will kick off Cayuga Reads with a presentation by Kate Clifford Larson about her book, <i>Bound for the Promised Land: Harriet Tubman, Portrait of an American Hero</i> . A related book discussion was held on 10/19 at 10 AM at Seymour Library.	A second book discussion will be held on 11/6 at 6 PM at Seymour Library.
<b>Hallow Reads</b>	Sat. 10/28 from 11AM - 12:30 PM. Literacy Volunteers of Cayuga County, Seymour Library, Seward House & PlaySpace join to provide a fun, literacy-filled Halloween event. Children are encouraged to wear their Halloween costumes and participate in stories and games at the Seymour Library and PlaySpace. Children who visit both sites receive a free book!	
<b>Business At Noon, Chamber of Commerce</b>	Will be held at Seymour Library on Wed. 11/1 at 12 Noon.	
<b>State Bullet Aid from State Senator Pam Helming</b>	The \$2,500 grant received from Sen. Helming will be partly used to support Kate Larson’s visit and partly to buy access to Reference USA Database. Patrons with a library card will be able to do business marketing research using this database.	
<b>COMMENTS FROM PUBLIC</b>	None	

The meeting was adjourned at 6:40 PM (Messina/DelloStritto).

Respectfully submitted,  
*Joan Smilic*, Secretary

**Next Regular Board of Trustees Meeting: Tuesday, November 14, 2017 at 5:30 PM**

**Final 2017 Board of Trustees Meeting: Tuesday, December 12, 2017 at 5:30 PM**