

**Seymour Public Library District  
Board of Trustees Meeting  
November 14, 2017**

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

Excused: James Hanley, Nancy Karpinski, Larry Liberatore

The meeting was called to order at 5:30 PM.

Agenda Item	Discussion	Action Taken/Next Steps
<b>CONSENT AGENDA</b>		
<p><b>*Minutes of 10/23/17 Meeting</b> <b>*October 2017 Director's Report</b></p>		<p><b>Motion to approve the Consent Agenda as submitted (Runkle/Carnes). Unanimous approval.</b></p>
<b>TRUSTEE EDUCATION</b>		
<p><b>2016 Annual Report</b> has been prepared and made available to the community, with copies available at the Library. It provides a breakdown of income &amp; expenses, grants received and items borrowed during 2016. There is also a narrative summary of key events of the year and listings of members of the SPLD Board of Trustees, the SPL Foundation Board and Friends of Seymour Library Board.</p> <p><b>Explanation of holds placed on materials:</b> When a patron places a hold for a specific item, the patron sees a position number (ex. 55). This is one's number in chronological order of requests placed for this item from the entire FLLS system. However, each library has an "embargo" (preference) for its own patrons. If SPLD owns a copy or copies of the desired item and one becomes available, that local patron will get preference and will be notified a copy is now being held for pickup for a designated period. Also, no one should have to wait more than 6 weeks to receive an item placed on hold. The library should be informed if that happens so that, depending on popularity, the library can consider whether to order more copies. In addition, there is a possibility of developing a "Rapid Read Collection" (7-day borrowing period, with no renewals) that won't be subject to holds. When you see it, take it!</p>		
<b>ACTION ITEMS</b>		
<p><b>Financial Statements (including Fines &amp; Fees) Summary and Claims for October 2017</b></p>	<p>The Finance Committee met on 11/13/17, but a written report wasn't available for this meeting due to short turnaround time. The Finance Committee reviewed the Financial Statements for October 2017 and found them to be in order. Claims for October 2017 were reviewed per procedure. The Finance Committee recommends approval of the Financial Statements and Claims for October 2017 as submitted.</p>	<p><b>Motion to accept the Financial Statements (including Fines &amp; Fees Summary) and the Claims for October 2017 as submitted (Kent/Runkle). Unanimous approval.</b></p>
<p><b>Approval to override tax cap for 2018 Budget Referendum</b></p>	<p>Clarification: The Board has no desire, nor intent to override the state tax cap; this resolution is proposed in case there should be a mistake or change in the state's calculation formula that could cause SPLD's proposed tax levy increase, if approved, to exceed the state tax cap. If this resolution proves to be unnecessary, the Board has the option to rescind this resolution in the future.</p>	<p><b>Motion to pass a resolution to override the tax cap for the 2018 Budget Referendum in order to ensure that SPLD's tax levy increase, if approved, does not exceed the final tax cap calculation by New York State (Runkle/Messina). Unanimous approval.</b></p>

Agenda Item	Discussion	Action Taken/Next Steps
<b>DISCUSSION ITEMS</b>		
<b>Update on 2018 Budget Referendum</b>	<p>Public hearing: began at 5:30 PM and ran concurrently with this meeting. There were no attendees. It was advertised through a paid ad, press release and online sharing through various media.</p> <p>Referendum: Tuesday, December 5, 2017 from 9 AM – 7:30 PM at the Library. Inspectors have been hired.</p>	<p>Referendum for the 2018 Budget will be publicized in Director’s 11/26 column in the Citizen newspaper, as well as through various media. Signs will be posted in all municipal offices during the period 11/15-22 and will remain through 12/5.</p>
<b>2018 Designated Holidays</b>	<p>Proposed 2018 Designated Holidays &amp; early closings:</p> <p>Mon. 1/1/18: New Year’s Day  Mon. 5/28/18: Memorial Day  Wed. 7/4/18: Independence Day  ( Close at 4 PM on 7/3)  Mon. 9/3/18: Labor Day  Th. 11/22/18: Thanksgiving Day  (Close at 4 PM on 11/21)  Mon. 12/24/18: Christmas Eve Day  Tu. 12/25/18: Christmas Day  (Related early closing: Tuesday, 1/1/19 is New Year’s Day -- closing on Mon. 12/31/18 at 4 PM)</p>	<p><b>Motion to approve the list of designated holidays and early closings for 2018 for Seymour Public Library (DelloStritto/ Messina). Unanimous approval.</b></p>
<b>Update: Friends of Seymour Library</b>	<p>Calendar in progress will be for 2019. Will be taking reading-related photos until July 2018. Story trees: no event this year. Interest had waned. May revisit in the future.</p> <p>Trivia Night at Moondog’s Lounge: Very successful event. Made approximately \$750; may repeat in future.</p> <p>Annual Meeting: will be held in May 2018; looking for a new Treasurer.</p>	
<b>Update: Seymour Library Foundation</b>	<p>Most recent meeting was in October when \$98,000 was approved as 2018 annual allocation to SPLD, based on established formula.</p> <p>Passed Whistleblower and Records Retention policies.</p> <p>Still reviewing wording of Lease Agreement with SPLD.</p>	
<b>Bookkeeper position</b>	<p>Several interviews have been held. Director has made a decision, but hasn’t yet contacted the individual. Position will be for 8-10 hours per week. If the candidate accepts, an appointment will likely be proposed at Nov. meeting.</p>	

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<b>DISCUSSION ITEMS (con't)</b>		
<b>Miscellaneous Updates</b>	<p>Graffiti noticed on Library's parking signs: police called.</p> <p>Fire Inspection: Issue with elevator not going to floor where alarm is not signaling; Director will follow up.</p> <p>Snowplow contract: in place; curbs in parking lot need rebar so they can't be moved by plow.</p> <p>During holiday season:</p> <ul style="list-style-type: none"> <li>*Toy for Tots Box in Lobby: sponsored by BID</li> <li>*Food Drive Box in Lobby: sponsored by Assemblyman Gary Finch</li> </ul> <p>Appreciation Event for Cayuga County Legislators on 11/28: All are invited to stop in at SPL from 4-5:30 PM to visit with staff from county libraries; offering cider and light entrée.</p>	<p>Re: 2018 Cayuga County budget: FLLS member libraries will be writing letters requesting that Cayuga County continue to include financial support of county libraries in the County's 2018 budget, as done for the 2017 budget year (Cayuga County allocated \$31,500, to be divided equally among all 9 county libraries)</p>
<b>COMMENT FROM THE PUBLIC</b>	<b>None</b>	

The meeting was adjourned at 6:13 PM (Messina/Smrtic).

Respectfully submitted,  
*Joan Smrtic*, Secretary

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