

**Seymour Public Library District  
Board of Trustees Meeting  
December 12, 2017**

**DRAFT**

Present: Director Lisa Carr, Ellen DelloStritto, James Hanley, Nancy Karpinski, Larry Liberatore, Pat Messina, Joseph Runkle, Joan Smrtic

Excused: Kathleen Carnes, Ginny Kent

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 from 11/14/17 meeting *November/December 2017 Director's Report	Corrections: 1) Foundation President & Trustee Nancy Karpinski provided the exact Foundation contribution to SPLD for 2018: \$97,768; 2) The listing of holidays & early closings approved for 2018 should read Tuesday (not Monday), January 1, 2019.	<b>Motion to approve the Consent Agenda as amended (Runkle/DelloStritto). Unanimous approval.</b>
<b>PUBLIC COMMENT</b>	Anonymous comment relayed to Director: "Thank you for providing such a wonderful library!"	
<b>TRUSTEE EDUCATION</b>		
The Board Resource Committee consists of Trustee Kathleen Carnes, Community Representative Russ Harkins and the Director who will serve as Chair. The Director is arranging a meeting of this committee and is looking at projects for their attention. This committee's first project for 2018 will be to work on the process for updating SPLD's strategic plan. The Director and Board agree an update is a priority for 2018, since it was deferred from 2017. Prior to arranging a session for the Board to provide input, the Director recommends a Board self-assessment and is currently reviewing various formats. Community input is available via the recently completed Patron Survey, and staff input will be solicited as well. The Director will report back to the Board at the next meeting.		
<b>ACTION ITEMS</b>		
<b>Approval of Financial Statements (including Fines &amp; Fees Summary) and Approval of Claims for November 2017</b>	The Finance Committee met on 12/11/17, but a written report wasn't available due to the short turnaround time. The Finance Committee reviewed the Financial Statements for November 2017 and found them to be in order. Claims for November 2017 were reviewed per procedure. The Finance Committee recommends approval of the Financial Statements and Claims for November 2017 as submitted.	<b>Motion to accept the Financial Statements (including Fines &amp; Fees Summary) and the Claims for November 2017 as submitted (Messina/Runkle). Unanimous approval.</b>
<b>Personnel</b>	<b>Senior Account Clerk (non-competitive):</b> Melanie Shernesky is resigning. Director recommends hiring Melissa Jordan (who was introduced to the Board prior to the meeting) to replace Melanie. Melanie will continue to train Melissa for a few more weeks, so the Director recommends that Melissa Jordan be hired as a Clerk PT, until Melanie leaves, at which time Melissa will transition to the Senior Account Clerk Position. Melissa is receiving \$20 per hour during the training period, and the Director recommends this rate continue when Melissa assumes the Senior Account Clerk position.	<b>Motion to:</b> <b>(1) Appoint Melissa Jordan to the position of Clerk PT at a rate of \$20.00 per hour until the resignation of the current Senior Account Clerk, at which time Melissa Jordan will be appointed to the non-competitive position of Senior Account Clerk at a rate of \$20.00 per hour, to work 10-12 hours per week; and</b> <b>(2) Make the following three (3) provisional appointments which will be subject to the results of the respective future Civil Service tests:</b>

Agenda Item	Discussion	Action Taken/Next Steps
<b>ACTION ITEMS (continued)</b>		
<b>Personnel (continued)</b>	<p><b>Senior Library Associate:</b> The Director recommends that Elizabeth Lowery be appointed provisionally to the vacant Senior Library Associate position, to work 20-30 hours per week at a pay rate of \$16.50 per hour.</p> <p><b>Library Associate:</b> The Director recommends that Stephanie Mastropietro be appointed provisionally to the vacant Library Associate position, to work 15-30 hours per week at a pay rate of \$14.50 per hour</p> <p><b>Library Assistant:</b> Janet Carroll is currently a Clerk PT. The Director recommends that she be appointed provisionally to the position of Library Assistant, to work 12-30 hours per week at a pay rate of \$15.00 per hour.</p> <p>Since no current Civil Service lists exist for these three positions, these appointments would be provisional, subject to the results of the respective future Civil Service tests.</p> <p><b>Retirement noted:</b> Kathy Hand, Library Assistant, is retiring effective 12/31/17, after 25 years of service to SPLD. The Director and Board thank her for her service to the library and community.</p>	<p><b>(a) Appoint Elizabeth Lowery provisionally to the position of Senior Library Associate, to work 20-30 hours per week at a rate of \$16.50 per hour; and</b></p> <p><b>(b) Appoint Stephanie Mastropietro provisionally to the position of Library Associate, to work 15-30 hours per week at a rate of \$14.50 per hour; and</b></p> <p><b>(c) Appoint Janet Carroll provisionally to the position of Library Assistant, to work 12-30 hours per week at a rate of \$15.00 per hour (Smrtic/Messina). Unanimous approval.</b></p>
<b>DISCUSSION ITEMS</b>		
<b>Budget Referendum</b>	<p>The Budget Referendum passed on December 5, 2017, with a vote of 131 yes, 9 no. Each year we add to the methods for informing the public about the referendum, yet the total number of voters generally remains about the same. The Director stated in her report that she isn't sure the extra expense this year for a print/digital newspaper ad was worthwhile.</p>	<p>Board discussion will continue around ways to raise the public's awareness of a budget referendum and/or trustee election in the future.</p>
<b>2018 Annual Meeting of the Board of Trustees</b>	<p>Required business includes: signing Conflict of Interest statements, voting for a slate of officers, setting the dates for Board meetings for 2018, designating committee chairs and setting committee meeting schedules, and various other required tasks.</p>	<p>The 2018 Annual Meeting is scheduled for Tuesday, January 23, 2018 at 5:30 PM.</p>
<b>December 23, 2017 – Library Closing</b>	<p>Director recommends that the Library be closed Saturday, December 23, 2017. Normally, the Library is closed for Christmas Eve Day, but since that occurs on a Sunday this year when the Library is closed anyway, the Director feels it's appropriate to close on Saturday the 23<sup>rd</sup>. She doesn't anticipate much foot traffic that Saturday, so close to the Christmas holiday.</p>	<p><b>Motion to close the Library on Saturday, December 23, 2018 (Karpinski/DelloStritto). Unanimous approval.</b></p>

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<b>UPDATES</b>		
<b>Grant from National Endowment for the Humanities</b>	Dori Gottschalk-Fielding, Library Historian, has been notified that SPLD will receive a \$5,000 grant in 2018 from the National Endowment for the Humanities for material preservation.	
<b>Friends of Seymour Library</b>	<p>*Next meeting will be Wednesday, 12/13.</p> <p>*The Board appreciates the Friends for their effort in sending out postcards alerting the public to the Budget Referendum.</p> <p>*The Director encourages the Friends and the Board to work together to determine how to best optimize the Friends' support of the Library District.</p>	
<b>Seymour Library Foundation</b>	<p>*The annual dividend from the Osborne Fund is being determined and, when received, will be used to buy books, per requirement.</p> <p>*The Foundation is still fine tuning its Gift Policy.</p>	
<b>Cayuga County Budget and Support of Libraries</b>	<p>*For the second year, the Cayuga County budget (for 2018) includes a total allocation of \$31,500 to support automation for the 9 Cayuga County Libraries in the Finger Lakes Library System. Director noted that in 2017 the County sent \$3,500 to each library which then had to turn over its allocation amount to FLSS. It would be more efficient for the County to send a check for the total amount directly to FLSS. SPLD and the 9 member libraries appreciate this budgetary support by the Cayuga County Legislature.</p>	

The meeting was adjourned at 6:42 PM (Karpinski/Runkle).

Respectfully submitted,  
*Joan Smolic*, Secretary

**Next Regular Board of Trustees Meeting:**

**The SPLD Board of Trustees Annual Meeting will be held January 23, 2018 at 5:30 PM.**