

**Seymour Public Library District
Board of Trustees Meeting
January 23, 2018**

DRAFT

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

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

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
<p>*Minutes of Board Meeting (1/23/18) *November/December Director's Report *Finance/Personnel Committees Joint Meeting (1/15/18) *Personnel Committee Meeting (1/9/18) *Building Committee Meeting (1/12/18)</p>	<p>Corrections needed in 2 committee reports: Finance: The second sentence under the Health Insurance section should end after the word "account"; and Personnel: Under NYS Paid Family Leave – the percentage for employee payroll deduction should be corrected to read .0126.</p>	<p>Motion to approve the Consent Agenda as amended (Runkle/Karpinski). Unanimous approval.</p>
TRUSTEE EDUCATION		
<p>Safety Security Training will be provided for staff by Sgt. Dann of the Auburn Police Department. He'll do an initial walk-through and will incorporate any issues he finds into the training.</p>		
ACTION ITEMS		
<p>Annual Meeting of the Board of Trustees</p>	<p>Nomination of Officers: The following slate of officers for 2018 was nominated: President Pat Messina; Vice President Ellen DelloStritto; Treasurer Joseph Runkle; Secretary Joan Smrtic. Conflict of Interest statements were completed and signed by all Trustees present. The signed statements will be maintained at the Library, and the Director will ensure that Trustees not present at tonight's meeting will complete and return their COI statements.</p>	<p>Motion to: *Nominate and elect the following Trustees to serve as officers of the SPLD Board of Trustees for 2018: Pres. Patricia Messina Vice President Ellen DelloStritto Treasurer Joseph Runkle: Secretary Joan Smrtic; and *Accept the Conflict of Interest statements completed and signed by the Trustees present, with the Director to follow up with absent Trustees to obtain their completed and signed Conflict of Interest statements (Karpinski/Kent). Unanimous Approval.</p>
<p>Approval of Financial Statements (including Fines & Fees Summary) and Approval of Claims for December 2017</p>	<p>The Finance Committee met on 1/15/18 and reviewed the Financial Statements for December 2017. Claims for December 2017 were reviewed per procedure and found to be in order. The Finance Committee recommends approval of the Financial Statements and Claims for December 2017 as submitted.</p>	<p>Motion to accept the Financial Statements (including Fines & Fees Summary) and the Claims for December 2017 as submitted (DelloStritto/Runkle). Unanimous Approval.</p>

Agenda Item	Discussion	Action Taken/Next Steps
ACTION ITEMS (continued)		
Approval of 2018 Wage Scale	The 2018 Wage Scale was updated from the 2017 Wage Scale and reflects 2 changes: the Page's hourly rate increased to \$10.40, the new minimum wage hourly rate for 2018. Also, the title of Senior Research Aide has been changed through the Civil Service Commission to Library Historian. The Personnel Committee recommends the 2018 Wage Scale be approved as submitted.	Motion to approve the 2018 Wage Scale as submitted (Messina/Kent). Unanimous Approval.
Approval of 2018 COLA for Staff	The Director explained that it has been practice in recent years to give a 2% COLA for staff whose hourly rates fall between the minimum and midpoint of the current wage scale, and a 1.5% COLA for employees whose hourly rates fall between the midpoint and maximum of the current wage scale. She explained how she calculated each individual's proposed hourly rate according to this formula, and how she dealt with specific situations and exceptions. The Personnel recommends that the 2018 COLA for Staff be approved as submitted.	Motion to approve the 2018 COLA for Staff as submitted (Karpinski/Runkle). Unanimous Approval.
Resolution to amend Summary Plan Document (SPD) for TIAA-CREF 403(b) Accounts	Some retirees and current staff have 403(b) accounts with TIAA-CREF, administered by SPLD. TIAA-CREF recently added two amendments to its 403(b) plan and requires a Board resolution showing that the Board has duly adopted the amended 403(b) plan effective 12/1/2017.	Motion to adopt the TIAA-CREF amended 403(b) Plan effective December 1, 2017 (Kent/Messina). Unanimous Approval.
Whistleblower Policy	Pursuant to the New York Nonprofit Revitalization Act, not-for-profits are required to implement a Whistleblower Policy. The proposed policy applies to a Library employee, consultant, volunteer or member of the Library District Board of Trustees, or an employee, consultant, volunteer or member of the Seymour Library Foundation (through the reporting process to the Board of Trustees, as outlined in the proposed policy). Trustees received a draft of the proposed policy prior to this meeting for their review. (Copy attached)	Motion to waive a second reading and adopt the Seymour Public Library District Whistleblower Policy as submitted (Kent/Messina). Unanimous Approval.
Abolish Civil Service Positions	Three positions have been vacant and not used for several years (Cleaner, Cleaner PT, Computer Technician PT), due to SPLD's contracting out for cleaning services & technical support. The Civil Service Commission has requested these 3 positions be abolished. If necessary, they could be recreated. Personnel Committee recommends this action.	Motion to abolish three Civil Service positions - Cleaner, Cleaner PT and Computer Technician PT (Kent/Karpinski). Unanimous Approval.
Reauthorization of Prepayment of Claims	The Office of the NYS Comptroller requires annual reauthorization of prepayment of claims, referring to payments such as utilities and payroll which can be paid without going through the Library's monthly claims audit process.	Motion to reauthorize prepayment of claims (Smrtic/DelloStritto). Unanimous Approval.

Agenda	Discussion	Action Taken/Next Steps
ACTION ITEMS (continued)		
2018 Board of Trustees Meeting Schedule	Board meeting dates for 2018: Generally the 4th Tuesday of the month at 5:30 PM: 2/27, 3/27, 4/24, 5/22, 6/26, 7/24, 8/28, 9/25, 10/23, 11/27, and 12/11 (December meeting change due to Christmas holiday on 4 th Tuesday).	Motion to adopt the proposed schedule for 2018 Board of Trustees meetings as submitted (Messina/Kent). Unanimous Approval. The Director ensures that all meeting date for the Board of Trustees and its Committees will be posted for the public at several sites. If any meeting needs to be rescheduled, she will endeavor to have the information updated at the public sites no less than 48 hours prior to the originally scheduled date.
DISCUSSION ITEMS		
2017 NYS Annual Report	Director explained this report must be submitted to FLLS by 3/9/18.	Will be put on the agenda for 2/27/18 Board Meeting.
Seymour Library Foundation Update	Most recent meeting: 1/18/18 *Election of Officers: Chair: Nancy Karpinski Vice President: Chris Hutchinson Treasurer: Walter M. Lowe Secretary: Guy Cosentino New Director added: Michael Trapani *Pending: updated lease, gift policy *Quarterly meetings: January/April/July/October	Next quarterly meeting will be in April.
COMMENTS FROM PUBLIC None		

The meeting was adjourned at 6:25 PM (Messina/Smrtic)

Respectfully Submitted,
Joan Smilic, Secretary

Next Regular Board of Trustees Meeting: Tuesday, February 27, 2018 at 5:30 PM

Seymour Public Library District

Whistleblower Policy

The Seymour Library District ("District") shall investigate any suspected fraudulent or dishonest use or misuse of the Library's resources or property.

Definitions

Fraudulent or Dishonest Conduct:

- Action or failure to act with the intention of obtaining an unauthorized benefit, including, but not limited to:
- Forgery or alteration of documents
- Unauthorized alteration or manipulation of files
- Fraudulent financial reporting
- Misappropriation or misuse of resources, such as funds, supplies, or other assets
- Authorizing or receiving compensation for goods not received or services not performed
- Authorizing or receiving compensation for hours not worked
- Theft at point of sale

Whistleblower:

A Library employee, consultant, volunteer, or member of the Library District Board of Trustees, or an employee, consultant, or member of the Seymour Library Foundation Board of Directors, who informs the District through the process described below, of an activity relating to the District that the person believes to be fraudulent or dishonest.

Reporting

Any concern about actual or potential fraudulent or dishonest conduct shall be reported either to the President of the Seymour Library District or to the Library Director. A person reporting a concern may request anonymity, but where a concern is reported anonymously, it must be reported in writing. Any person reporting, receiving or knowing of a report shall take reasonable care to avoid:

- Baseless allegations
- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation
- Violations of a person's legal rights

Investigation

Upon receiving a report of actual or potential fraudulent or dishonest conduct, the Seymour Library District Board of Trustees shall review and analyze the report, and shall document the receipt, retention, investigation, and outcome of the report. The District Board shall take appropriate corrective action, if necessary, and shall communicate its

Approved: 1/23/18 by SPLD Board of Trustees

conclusion to the reporting person. At its discretion, the District Board may include investigation by independent persons such as, but not limited to, auditors and/or attorneys.

Whistleblower Protection

Seymour Library District shall use its best efforts to protect whistleblowers against retaliation. Whistleblowing reports shall be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that Whistleblower reports will be shared only with those who have a need to know in order for the Library to conduct an effective investigation and determine what action to take, and in appropriate cases, to cooperate with law enforcement personnel.

Neither the Library nor any District Board Member nor any employee, consultant or volunteer, may retaliate against a whistleblower for a report of fraudulent or dishonest conduct. Prohibited retaliation includes, but is not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or fees. Whistleblowers who believe that they have been retaliated against may file a written report with the President of the Board. The District Board of Trustees shall promptly investigate any report of retaliation, and take any appropriate corrective measures.