

**Seymour Public Library District
Board of Trustees Meeting
March 27, 2018**

DRAFT

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

Excused: Jim Hanley, Nancy Karpinski

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

Agenda Item	Discussion	Action Taken/Next Steps
ANNUAL AUDIT OF 2017 FINANCIAL STATEMENTS	Elaine Buffington from Buffington & Hoatland CPAs presented the 2017 audit to the Board. Two material deficiencies were noted, both involving misclassifications of donations, which were corrected. Elaine commented that the audit went well, including the fraud interviews, and morale was good.	See action item below.
TRUSTEE EDUCATION		
Director updated the Board re: the Public Library Association Conference she and Librarian Leigh Romano recently attended. Attendees were from libraries of all sizes, urban and rural, and demonstrated the full range of what's happening in libraries today. Lisa and Leigh felt validation for what SPLD is doing, and the messages clearly were for compassion, empathy and inclusion. Discussions and examples of "virtual reality" (immersing oneself in altered reality) vs. "augmented reality" (overlying something over what exists) provoked thought of how these technologies might be used in the library world. Presentations included information on coaching staff, strategic planning, continuous learning and net neutrality. Both Lisa and Leigh appreciated the opportunity to network with other library professionals and immerse themselves in this highly relevant environment.		
PUBLIC COMMENT - None		
CONSENT AGENDA		
<ul style="list-style-type: none"> *Minutes of 2/27/18 Meeting *February Director's Report *Personnel Committee Report (3/12/18 meeting) *Building Committee Report (3/9/18 meeting) *Policy Committee Report (3/6/18) meeting) 	Finance Committee Report wasn't available to be included in the Consent Agenda. Will be emailed to all Trustees shortly.	Motion to approve the Consent Agenda as submitted (Messina/DelloStritto) Unanimous approval.
ACTION ITEMS		
Approval of 2017 Audit	The 2017 audit by Buffington and Hoatland CPAs was previously presented to the Finance Committee and the Audit Committee, and both committees recommend Board approval.	Motion to approve the Audit of 2017 Financial Statements as submitted (DelloStritto/Liberatore). Unanimous approval.
Approval of 2017 Form 990	This form is required to be filed with the IRS annually, to maintain the tax-exempt status of SPLD. The form in its entirety was emailed to all Board members for their review in advance of the meeting, and a paper copy was available at the meeting as well. All Board members present at the meeting had reviewed the document prior to voting.	<p>Motion to approve the 990 Form for 2017 as submitted (Runkle/Liberatore). Unanimous approval.</p> <p>Library Director will ensure timely filing.</p>

Agenda Item	Discussion	Action Taken/Next Steps
<i>ACTION ITEMS (continued)</i>		
Approval of Financial Statements (including Fines & Fees Summary) for January 2018 and February 2018	With no February Finance Committee meeting, review of the Financial Statements for January 2018 was postponed until the 3/19/18 meeting. The Financial Statements for January 2018 and the revised Financial Statements for February 2018 were reviewed by the Finance Committee and found to be in order. The Finance Committee recommends approval as submitted.	Motion to approve the Financial Statements (including Fines & Fees Summary) for January 2018 and the revised Financial Statements (including Fines & Fees Summary) for February 2018 as submitted (Runkle/ DelloStritto). Unanimous approval.
Approval of Claims for January and February 2018	With no February Finance Committee meeting, review of the January 2018 Claims was postponed until the 3/19/18 meeting. The Claims for January and February 2018 were reviewed per procedure and found to be in order. The Finance Committee recommends approval as submitted.	Motion to approve the Claims for January and February 2018 as submitted (DelloStritto/Kent). Unanimous approval.
2018 Contribution to Capital Reserve Account	After discussion, the Finance Committee approved a resolution to increase the contribution to the capital reserve account by \$10,000 in 2018, thus bringing the total amount in the capital reserve account to \$25,000 for building repairs. The Finance Committee recommends Board approval.	Motion to approve making a contribution of \$10,000 in 2018 to the capital reserve account, which will bring the total in that account to \$25,000, for building repairs (DelloStritto/Liberatore). Unanimous approval.
Social Media Policy: First Reading	The Library District hasn't previously adopted a social media policy. Trustees are requested to review the document and submit any questions or comments to the Director prior to the next meeting.	Second Reading at the April Board meeting.
<i>UPDATES</i>		
*Seymour Library Foundation *Friends of Seymour Library	No report. Next meeting: April 6, 2018 at 9:30 AM. Trustee DelloStritto will attend on behalf of President Messina. National Library Week: 4/9-14. Friends will be on hand with light refreshments and hope to sign up new members. Annual meeting: 4/18 at 6 PM. Officers will be elected and project updates will be provided. Refreshments, music and door prizes!	
<i>DISCUSSION ITEMS</i>		
Jeanne Dunn Bequest	A Beneficial Interest Agreement is being drafted between the Seymour Public Library District and the Seymour Library Foundation, and will be reviewed by an attorney. The intention is that Foundation will manage the bequest, with the District retaining variance power.	

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Discover Summer!	This is a reinvention of the Children’s Summer Reading Program. The goal is to make the program more experiential and nature-based for children, families and adults. The Rosen Fund will provide \$10,000 to support the program. Participants will use journals, rather than reading logs, so they can respond in various ways to the narrative & art work pre-printed in the journal. Participants will complete a short outcome-based evaluation after each unit. The garden will also be expanded.	Director and several staff from various program areas will continue planning and development.
<i>ACTION ITEM</i>		
Salary & HSA of a Specific Employee	A full evaluation of the Library Director has been completed. The Board of Trustees and staff were given the opportunity to evaluate the Library Director’s performance in numerous areas. The 2017 Constituent Survey was also referenced.	At 6:52 PM the Board went into Executive Session to discuss the salary and Health Savings Account contribution for a specific employee (Messina/ DelloStritto). Unanimous approval. At 7:01 PM the Board voted to leave Executive Session (Kent/ Runkle). Unanimous approval. Motions were made to approve: (1) retaining the Library Director for one year, from 3/1/18 to 2/28/19 (Smrtic/Messina). Unanimous approval; and (2) increasing the Library Director’s annual salary, including 1.5% COLA, to \$77,500 (Smrtic/DelloStritto). Unanimous approval; and (3) setting SPLD’s contribution to the Library Director’s Health Savings Account, according to a predetermined formula, at \$4,691.40 for the 2018-2019 benefit year (Smrtic/Kent). Unanimous approval.

The meeting was adjourned at 7:10 PM (Smrtic/Messina).

Respectfully submitted,

Joan Smrtic, Secretary

Next Regular Board of Trustees Meeting: Tuesday, April 24, 2018 at 5:30 PM.