

**Seymour Public Library District  
Board of Trustees Meeting  
April 24, 2018**

**DRAFT**

Present: Lisa Carr, Kathleen Carnes, Ellen DelloStritto, Jim Hanley, Nancy Karpinski, Ginny Kent, Larry Liberatore, Pat Messina, Joe Runkle

Excused: Joan Smrtic

The meeting was called to order at 5:35 PM.

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Taken/Next Steps</b>
<b>TRUSTEE EDUCATION</b>		
<p>Director updated the Board on the working draft of the library's Annual Report to the Community. This year's Report is a visual graphic four page brochure. Of note: there were 581 programs held in 2017. Circulations totaled over 12,000, mostly books, followed by CDs and then audiobooks. Graphics show income and expenses. The Report will feature library support and programming highlights. Trustees provided feedback and comment on presentation and content. The completed Report will be available at the desk, on the website, and mailed to key individuals with connections to the Library.</p>		
<b>PUBLIC COMMENT - None</b>		
<b>CONSENT AGENDA</b>		
<p><b>*Minutes of 3/27/18 Meeting</b>  <b>*April Director's Report</b>  <b>*Finance Committee Report (4/16/18 meeting)</b></p>	<p>The following two amendments were made to the March minutes: remove "(1) retaining director...approval" as the Library Director is not an annually contracted position, and correct the date of the Foundation meeting to April 13.</p>	<p><b>Motion to pull March Minutes from Consent Agenda (Messina/Runkle) Unanimous approval.</b>  <b>Motion to approve the March Minutes as amended (Messina/Runkle) Unanimous approval.</b>  <b>Motion to approve Consent Agenda (Messina/Runkle) Unanimous approval.</b></p>
<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Taken/Next Steps</b>
<b>ACTION ITEMS</b>		
<p><b>Approval of Financial Statements (including Fines &amp; Fees Summary) for March 2018</b></p>	<p>The Financial Statements for March 2018 were reviewed by the Finance Committee and found to be in order. The Finance Committee recommends approval as submitted.</p>	<p><b>Motion to approve the Financial Statements (including Fines &amp; Fees Summary) for March 2018 as submitted (DelloStritto/Runkle) Unanimous approval.</b></p>
<p><b>Approval of Claims for March 2018</b></p>	<p>The Claims for March 2018 were reviewed per procedure and found to be in order. The Finance Committee recommends approval as submitted.</p>	<p><b>Motion to approve the Claims for March 2018 as submitted (DelloStritto/Runkle). Unanimous approval.</b></p>
<p><b>Position Appointment</b></p>	<p>Personnel Committee recommends approval of permanent appointment of Janet Carroll to Library Assistant based on Civil Service Certification of Eligibles.</p>	<p><b>Motion to approve Janet Carroll to permanent appointment of Library Assistant position as submitted. (Karpinski/Liberatore) Unanimous approval.</b></p>
<p><b>Social Media Policy: Second Reading</b></p>	<p>After no additional comments or suggestions were entertained, the Policy Committee recommends approval of new Social Media Policy</p>	<p><b>Motion to approve Social Media Policy as submitted (Kent/Messina). Unanimous approval.</b></p>
<b>UPDATES</b>		
<p><b>*Seymour Library Foundation</b></p>	<p>Ellen DelloStritto accompanied Lisa Carr to Foundation Meeting. At the meeting, they explored funding assistance from the Foundation to cover the fees totaling \$87,600</p>	<p><b>Motion to support Lisa Carr's plan to explore alternate funding sources to cover costs beyond \$25,000 for the master plan and physical assessment</b></p>

	for master plan and physical assessment and report, to be completed by consultants Bell & Spina. The Foundation explained that technically they are currently providing the library with more funds than they are earning. They questioned the request in light of the fact that the Library recently accepted a \$1M bequest. The Foundation proposed contributing a \$25,000 cap to make up the balance of the fee if the Library can fundraise \$37,600 and provide \$25,000 from the Library District.	<b>of the library. (Kent, Runkle) Unanimous approval.</b>
<b>*Friends of Seymour Library</b>	Friends of Seymour Library held their Annual Meeting on April 18 with updates and activities, and the presentation of a check to the library for \$5,000. Friends have donated over \$18,000 to the library for programs in the past five years.	
<b>DISCUSSION ITEMS</b>		
<b>Jeanne Dunn Bequest</b>	The bequest has been safely invested, but developing a Beneficial Interest Agreement between the Seymour Public Library District and the Seymour Library Foundation will require legal knowledge and experience beyond the scope of the Trustees. To that end, Lisa Carr is in discussion with Ellen Bach, an Albany area attorney with significant expertise in law, specific to public libraries. She will prepare a recommendation regarding hiring Ms. Bach to be our consultant.	
<b>Board Resource Committee</b>	There was general discussion about the Board Resource Committee meeting, during which length of term limits, trustee-at-large positions, board expectations, and community involvement at committee level were explored.	
<b>COMMITTEE MEETINGS</b>		
<b>Policy: May 1 @1:00 pm Personnel: May 7 @ 1:00 pm Building: May 11 @ 9:00 am Finance: May 14 @ 4:30 pm</b>		

The meeting was adjourned at 6:35 PM (Messina/Carnes).

Respectfully submitted,

*Sinny Kent*, Secretary pro tempore

**Next Regular Board of Trustees Meeting: Tuesday, May 22, 2018 at 5:30 PM.**