

**Seymour Public Library District
Board of Trustees Meeting
May 22, 2018**

DRAFT

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

Excused: Jim Hanley, Joe Runkle

The meeting was called to order at 5:40 PM.

| Agenda Item | Discussion | Action Taken/Next Steps |
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| CONSENT AGENDA | | |
| *Minutes of 4/24/18 meeting *May Director's Report *Committee Reports >5/14/18 Finance >5/7/18 Personnel >5/1/18 Policy | None | Motion to approve the Consent Agenda as submitted (Kent/Messina). Unanimous approval. |
| TRUSTEE EDUCATION | | |
| Director updated the Board on the current status of the "Discover Summer!" program. The program will start the week of July 9 th and will be for children, families and adults. Each week will have a theme, with a variety of activities to choose from. Participation will be documented in Discover Journals, which will be printed by Jacobs Press. A marketing plan is being developed and will include posters and targeting to schools and designated populations. | | |
| PUBLIC COMMENT None | | |
| ACTION ITEMS | | |
| Approval of Financial Statements (including Fines & Fees Summary) for April 2018 | Statements 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 the Fines & Fees Summary) for April 2018 as submitted (Messina/DelloStritto). Unanimous approval. |
| Approval of Claims for April 2018 | Claims for April 2018 were reviewed per procedure and found to be in order. Finance Committee recommends approval as submitted. | Motion to approve the Claims for April 2018 as submitted (Messina/Kent). Unanimous approval. |
| Release Board Designated Funds (targeted for technology) | Director requests and Finance Committee recommends the release of Board designated funds (approximately \$4,500) in order to upgrade security for the facility. These funds were specifically target for technology. | Motion to release Board Designated Funds of approximately \$4,500 to upgrade security for the facility (Karpinski/DelloStritto). Unanimous approval. |
| Request to spend remaining Emerson gift monies on the new butterfly garden | Director requests and Finance Committee recommends that the remaining funds from the Emerson gift (approximately \$7,000-\$8,000) be allocated to the new butterfly garden. | Motion to approve spending the remaining funds of the Emerson gift (approximately \$7,000-\$8,000) on the new butterfly garden (DelloStritto/Liberatore). Unanimous approval. |
| Approve permanent appointment of Library Historian | Dori Gottshalk-Fielding has been serving provisionally as Library Historian. The Civil Service test was given in March, with Ms. Gottshalk-Fielding having a perfect score! Director recommends she be permanently appointed to the position of Library Historian. | Motion to approve the permanent appointment of Dori Gottshalk-Fielding to the position of Library Historian (Liberatore/Kent). Unanimous approval. |

| Agenda Item | Discussion | Action Taken/Next Steps |
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| ACTION ITEMS <i>(continued)</i> | | |
| Create 3 additional Library Associate Positions | Director requests that 3 additional Library Associate positions be created by the Board. The 2 existing Library Associate positions are filled. It is the Director's intention to fill the 3 new Library Associate positions in the future as the consolidation of Clerk positions continues (as they become vacant). The Civil Service test for Library Associate was given on May 12. The Personnel Committee recommends this action. | Motion to create 3 Library Associate positions to be used for future appointments (Smrtic/Messina). Unanimous approval. |
| UPDATES | | |
| Seymour Library Foundation | <p>Foundation's quarterly meeting will be in July.</p> <p>>Foundation President and Trustee Karpinski discussed the need to develop a joint Gift Policy for the Foundation and District.</p> <p>>Need for replacement of West Entrance's original glass doors, glass side panels and associated costs: The latest cost estimate is \$31,000, with the cost and scope very similar to the 2017 estimate of \$33,000. The lease language requires a determination where this expense would fall (to the Foundation or the District or some shared combination). A decision is required quickly as this work must be completed before winter.</p> <p>>The lease between the Foundation and the District is in the process of being redrafted.</p> | <p>Efforts will continue to draft a joint Gift Policy for the Foundation and District.</p> <p>Director will provide Foundation President with quote information for this construction project, for sharing with Foundation Board. Foundation President will report back to Trustees via email on the Foundation's position.</p> <p>Joint effort toward updating the lease between the Foundation and the District will continue.</p> |
| Friends of Seymour Library | The Friends held their annual meeting April 18. Officers are: Shari Ross (Pres.), Jeff Ludwig (Vice Pres.), Ann Wiley (Treasurer), Barbara Avino (Membership Chair), Joyce Cavanaugh (Secretary). | |
| Finger Lakes Library System (FLLS) | The FALCONS (automated library consortium) met recently. High attendance, very detailed discussion of Polaris upgrade and other technical topics. Several FLLS libraries have vacancies: Directors at both Cortland Library and Seneca Falls Library, and Assistant Director at Weedsport Library. | |
| DISCUSSION ITEMS | | |
| Borrowing restrictions on DVD's by other FLLS Libraries' patrons | SPLD doesn't currently loan DVD's out to patrons of other FLLS libraries. After a discussion of the pros and cons, consensus was that the policy should be changed to allow loaning DVD's to patrons of other FLLS libraries in the same manner as books are loaned. | Motion to approve lending DVD's to patrons of other FLLS libraries on the same basis as books are lent (Messina/Liberatore). Unanimous approval. |

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| DISCUSSION ITEMS (continued) | | |
| Donation by NYS Correction Officers Benevolent Association (NYSCOBA) | SPLD acknowledges that the \$200 donation recently received from this organization will be invested in the Children’s Room. NYSCOBA members vote to choose specific recipients. | |
| Update on Jeanne Dunn Bequest | Director has recently spoken with Ellen Bach, an attorney who specializes in libraries. After researching and reviewing relevant materials, Ms. Bach’s interpretation is that the bequest clearly was made to the Library. The Foundation must adhere to General Municipal Law in managing these funds. Ms. Bach is willing to meet with appropriate representatives of the Board of Trustees and Foundation by conference call or in person (preferred by Trustees & Foundation Chair) to answer questions. Director has signed a letter of engagement with Ms. Bach. Her hourly rate is \$225, plus expenses. The Trustees need to approve this agreement and its terms. | <p>Motion for the Director to engage the services of Attorney Ellen Bach at her going rate, to consult on the Jeanne Dunn bequest and any other legal issues that might occur (Kent/DelloStritto). Unanimous approval.</p> <p>Director will follow up with Ms. Bach about meeting with appropriate representatives of the Board of Trustees and Foundation.</p> |
| Bell & Spina – Building Condition Survey and Program Planning Assessment | It’s time to move ahead on this project. The total cost for both parts is \$87,000. The Foundation will pay \$25,000 toward the total cost if the Library District provides the remaining \$62,000. Director is contacting various local foundations for assistance. There is \$25,000 in the Capital Reserve Fund, and the Jeanne Dunn bequest could be accessed, if needed. | <p>Motion for the Seymour Public Library District to enter into a formal agreement with Bell & Spina to undertake the Building Condition Survey and Program Planning Assessment (Liberatore/Kent). Unanimous approval.</p> <p>Director will take the necessary steps for Bell & Spina to begin the project.</p> |
| NYS Construction Grant 2018 | The portal opens in June, with the application deadline in August. Director requests to make an application for grant funding to convert the main floor office into a classroom, reserving a small office space. Book processing (now in that space) will have to move behind the wall in the main circulation desk area. The project would include new carpeting, lighting, electrical work and miscellaneous items. This renovated space could be used for computer classes, talks, etc. and would have better acoustics than various other library spaces. If approved, construction would begin in 2019. Director estimates an approximate cost of \$65,000-\$70,000 and will be obtaining a specific quote. To assure the matching grant for state funds, the District could access monies from the Jeanne Dunn bequest. | <p>Motion for the Seymour Public Library District to apply for a 2018 NYS Construction Grant to renovate the main floor office space into a classroom, with the Seymour Public Library District signing assurances guaranteeing a matching grant if state funds are received for this project (Karpinski/Messina). Unanimous approval.</p> <p>Director will begin the application process through the state portal. She will obtain a construction quote with specifics by the June Board of Trustees meeting.</p> |

The meeting was adjourned at 7:04 PM (Karpinski/Kent).

Respectfully submitted,
Joan Smolic, Secretary

Next Regular Board of Trustees Meeting: Thursday, June 28, 2018 at 5 PM (Note early start time)
[Changed from original date and time (Tuesday, June 26 at 5:30) due to a conflict]