

**Seymour Public Library District  
Board of Trustees Meeting  
December 13, 2016**

Present: Lisa Carr, Sue Ahner, Kathleen Carnes, Ellen DelloStritto, Nancy Karpinski, Ginny Kent, Larry Liberatore, Pat Messina, Michael Trapani, Joan Smrtic.

Roberta Panek, newly elected Trustee representing the Town of Sennett, attended and was welcomed by the Board of Trustees. James Hanley, newly elected Trustee representing the City of Auburn, was unable to attend.

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

| Agenda Item   | Discussion  | Action Taken/Next Steps  |
|---|---|--|
| <b>CONSENT AGENDA</b>   |   |  |
| *Minutes of 11/15/16 meeting<br>*Director's Report<br>*Policy Committee   | None  | <b>Motion to approve the Consent Agenda as submitted (DelloStritto/Trapani). Unanimous approval.</b>   |
| <b>TRUSTEE EDUCATION</b>  |   |  |
| <b>Deaccessioning</b>   | <p>This process weeds out undesirable books, for reasons including:</p> <ul style="list-style-type: none"> <li>*poor condition (ex. smell, mildew, staining, falling apart, etc.)</li> <li>*contain inaccurate information</li> <li>*have no recent borrowing history</li> <li>*are inaccurately catalogued or might see more circulation if re-catalogued &amp; placed in another section (usually non-fiction)</li> </ul> <p>Currently looking at history books due to move.</p> <p>Process is done section by section and is supervised by Librarian in charge of each subject area.</p> <p>Software to track "dusty books" is very expensive to purchase.</p> <p>Some materials are thrown out, some sold on bargain cart, some given to Better World Books that sells them online or donates them to literacy programs abroad.</p> |  |
| <b>ACTION ITEMS</b>   |   |  |
| <b>Finance Committee Report:</b><br>*Financial Statements for November 2016<br><br>*Approval of November 2016 Claims<br><br>*Approve request to increase threshold of fines sent to collection agency | <p>Financial statements for November 2016 have been reviewed by Finance Committee and were found to be in order. Committee recommends approval as submitted.</p> <p>Claims for November 2016 have been reviewed per procedure, and approval is recommended by Finance Committee.</p> <p>Finance Committee recommends that the threshold for referral of fines sent to collection be raised from the current \$50 to \$100, due to recent changes regarding credit reporting. Finance Committee recommends this change.</p>  | <p><b>Motion to accept Financial Statements (including Fines &amp; Fees Summary) for November 2016 as submitted (Trapani/Kent). Unanimous approval.</b></p> <p><b>Motion to accept November 2016 Claims as submitted (Trapani/Ahner). Unanimous approval.</b></p> <p><b>Motion made to increase to \$100 the threshold for referral of past due fines sent to collection (Trapani/Liberatore). Unanimous approval.</b></p> |

| Agenda Item  | Discussion   | Action Taken/Next Steps  |
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| <b>ACTION ITEMS</b> (continued)  |  |  |
| <p><b>Finance Comm. Report</b> (con't)<br/> <b>*Pension Deficit Payment</b></p>  | <p>To pay off the previously discussed \$167,447 pension deficit (state charges 8% interest), Seymour Library Foundation will provide a loan of \$140,000 to the Seymour Public Library District at 3% interest. Also, the Board of Trustees needs to appropriate \$27,447 from unrestricted net assets to pay the remaining balance. The State Retirement System will be paid the total deficit amount owed during December 2016. Finance Committee recommends these actions.</p>   | <p>Regarding payment in full of the \$167,447 pension deficit owed to State Retirement System, motion made to:<br/> <b>(1) authorize borrowing \$140,000 from the Seymour Library Foundation at 3% interest, to be paid to the State Retirement System, and</b><br/> <b>(2) authorize payment of the remaining balance of \$27,447 from unrestricted net assets, to be paid to the State Retirement System (Trapani/Messina).</b><br/> <b>Unanimous approval.</b></p>  |
| <p><b>Personnel Committee Report</b><br/> <b>*Senior Research Aide</b></p> <p><b>*Approve Amendment to 2017 Wage Scale &amp; Approve wage increases to comply with 2017 Wage Scale</b></p> | <p>This position has been created by Civil Service Commission to more accurately reflect the work being done by Research Aide Dori Gottschalk-Fielding. The Director believes an upgrade is necessary due to the level of administrative duties, research and programming expertise required. Director feels that the scope of duties should be recognized as equivalent to a Librarian I position. This would be a provisional appointment subject to the results of a future Civil Service Test. Personnel Committee recommends creation of this position.</p> <p>2017 Wage Scale was previously approved on 8/30/16. The following modifications are needed:<br/> *Add Senior Research Aide to 2017 Wage Scale, to mirror hourly rates for Librarian I position; and<br/> *Increase the hourly rate for two Librarian I positions to \$22/hour &amp; bring one Librarian I position (below the minimum for that position on 2017 Wage Scale) to the 2017 minimum rate of \$21/hour; and<br/> *Increase the hourly rate for three Clerks (below the minimum for that position on 2017 Wage Scale) to the 2017 minimum rate of \$12/hour.</p> <p>Affected employees aren't eligible for 2017 COLA.</p> <p>Personnel Committee recommends these actions.</p> | <p>Motion made to authorize creation of the position of Senior Research Aide, to be provisionally filled and subject to the results of a future Civil Service test (Messina/Ahner). Unanimous approval.</p> <p>Motion to amend the 2017 Wage Scale as follows:<br/> <b>(1) Add Senior Research Aide to the 2017 Wage Scale, to mirror the rates of the Library I position, and</b><br/> <b>(2) Increase the rate for two Librarian I positions to \$22 per hour, and bring one Librarian I (currently below the 2017 minimum for this position) to the 2017 minimum rate of \$21 per hour; and</b><br/> <b>(3) Increase the minimum rate for three Clerks (currently below the 2017 minimum for this position) to a rate of \$12 per hour, with no 2017 COLA eligibility for all affected employees (Kent/Trapani). Unanimous approval. (Amended 2017 Wage Scale attached)</b></p> |

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| <b>ACTION ITEMS (con't)</b>  |   |   |
| <p><b>Personnel Comm. Report (con't)</b><br/> <b>*Approve 2017 COLA for eligible SPLD employees</b></p> <p><b>*Approve Provisional Appointments</b><br/> <b>**Library Associate</b></p> <p><b>**Senior Research Aide</b></p> | <p>Director prepared a chart explaining proposed 2017 COLA increases as follows:<br/> For employees between:<br/> *minimum-midpoint on wage scale: 2%<br/> *midpoint-maximum on wage scale: 1.5%<br/> *above maximum on new wage rate: 1% one-time bonus (2 employees)<br/> Note: Employees who have had their 2016 wage rate increased to the minimum rate on the 2017 wage scale will not be eligible to receive the 2017 COLA. Also, employees who on this date have received a wage increase due to appointment to a new position or by Board action, will not be eligible to receive the 2017 COLA. Personnel Committee recommends the approval of the 2017 COLA as presented.</p> <p>Library Page Caitlyn Green has been cross-trained in many administrative tasks that include working at the Circulation Desk, in the History Discovery Center and the Children's Room, and learning the complicated task of cataloguing, Director requests she be provisionally appointed to the position of Library Associate, at a rate of \$14.50 per hour, to work 25-30 hours per week.</p> <p>Reference above discussion of this newly created position. Director requests that Dori Gottschalk-Fielding be provisionally appointed to the position of Senior Research Aide at a rate of \$22 per hour, to work 25-30 hours per week.</p> <p>Both provisional appointments will be subject to the results of future Civil Service tests, and these individuals will not be eligible to receive the 2017 COLA. Personnel Comm. recommends these provisional appointments with above limitations.</p> | <p><b>Motion to approve the 2017 COLA increases as presented according to attached chart, with the understanding that employees who, on this date, have been appointed to a higher paying position or who have had their hourly rates increased to the minimum 2017 wage scale rate for their positions will not be eligible to receive the 2017 COLA (Liberatore/ Karpinski). Unanimous approval. (Chart for approved 2017 COLA increases attached)</b></p> <p><b>Motion to:</b><br/> <b>(1) Provisionally appoint Caitlyn Green to the position of Library Associate at a rate of \$14.50 per hour, to work 25 to 30 hours per week, and</b><br/> <b>(2) Provisionally appoint Dori Gottschalk-Fielding to the position of Senior Research Aide at a rate of \$22 per hour, to work 25 to 30 hours per week, with both provisional appointments subject to the results of their respective Civil Service tests and both individuals not eligible to receive 2017 COLA (Ahner/Liberatore). Unanimous approval.</b></p> |
| <b>DISCUSSION ITEMS</b>  |   |   |
| <p><b>403(b)/457 Update</b></p>  | <p>On 12/8, Director and some members of the Finance and Personnel Committees met with a representative from Nationwide Investment Services, a not-for-profit under contract with NY State to administer deferred compensation plans for state employees and employees from localities and school districts that participate in the state plan. There is no fee for administrative service provided. SPLD could join at any time, with no minimum number of employees required at startup; employees could join in the future.</p>  | <p>Discussions to continue. Will have to figure out how to transition 403(b) accounts held by current employees and retirees.</p>   |

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|---|--|--|
| <b>DISCUSSION ITEMS</b> (con't)   |  |  |
| <b>Trustee Election &amp; Budget Referendum Results</b>                                       | Two Trustees were elected and welcomed to the Board of Trustees: Roberta Panek representing the Town of Sennett and James Hanley representing the City of Auburn. They will serve four year terms, from 1/1/2017 through 12/31/2020.<br>The Budget Referendum passed by a vote of 145 to 7, so the 2017 tax levy will be \$780,000.  | Director plans to follow up with SPLD municipalities.  |
| <b>Cayuga County 2017 Budget</b>  | FLLS and its Cayuga County member libraries requested that \$60,000 be included in Cayuga County's 2017 budget toward the cost of supporting the Polaris System's software. FLLS Director, various Library Directors, Trustees and library advocates attended the 12/5 County Budget Public Hearing, and several spoke in support of this allocation.  | Trustees and library supporters were encouraged to attend Cayuga County's 2017 Budget adoption meeting on 12/15.<br><br>(Note: On 12/15/16, Cayuga County Legislature approved a \$31,500 budget allocation toward the 2017 cost of supporting the Polaris System's software, on behalf of Cayuga County's FLLS member libraries.) |
| <b>Smoke Free Policy: First Reading</b>   | Proposed modification to Section 1005 of Employee Handbook to include language re: electronic nicotine delivery systems.   | Trustees: review and comment before/at next meeting.   |
| <b>Employee Appraisal: First Reading</b>  | Proposed modification to Section 205 of Employee Handbook to retitle section and change some language within.  | Trustees: review and comment before/at next meeting.   |
| <b>Finances</b>   | Refer to Director's Report under "Finance" re: Emerson Foundation Grant (\$10,000 in memory of Stephen Erskine), bequest from Charles Shelton trust of \$50,000 to be used to add to or establish a permanent endowment in memory of Charles L. Shelton Family, and Preservation Survey through the Document Heritage & Preservation Services for NY Planning & Assessment Services – to assess preservation needs for History Discovery Center.   | Future discussion will occur; appropriate actions will be undertaken.  |
| <b>Possibility of Establishing The Martha Bullard Collection</b>                              | Martha Bullard was the first librarian of Seymour Library. When she died (in early 1900's), she left her estate to the Library.  | Future discussion re: establishing "The Martha Bullard Collection" (books with accession numbers below 6,000).   |
| <b>Fine Forgiveness</b>   |  | Tabled to next meeting.  |
| <b>Acknowledgement of 2 Trustees completing their terms and leaving the Board of Trustees</b> | The Director and Board of Trustees expressed their sincere appreciation to two Trustees who will be leaving the Board at year's end: Susan Ahner, Trustee for the Town of Sennett, and Michael Trapani, Trustee for the City of Auburn. They were praised for their deep commitment and diligent efforts in support of the Seymour Public Library District, its staff, patrons and the community. They will continue their involvement ex officio. |  |

Meeting was adjourned at 6:55 PM (DelloStritto/Smrtic).

Respectfully submitted,

*Joan Smrdic*, Secretary

**Next Regular Board of Trustees Meeting: Tuesday, January 24, 2017 at 5:30 PM**

### 2017 Wage Scale

|                                | min       | mid       | max       |
|--------------------------------|-----------|-----------|-----------|
| Account Clerk                  | 16.25     | 19.63     | 23.00     |
| Clerk, PT                      | 12.00     | 14.50     | 17.00     |
| Library Associate              | 14.50     | 17.25     | 20.00     |
| Community Services Coordinator | 18.00     | 22.25     | 26.50     |
| Research Aide                  | 15.00     | 19.00     | 23.00     |
| Library Assistant              | 15.00     | 18.00     | 21.00     |
| Youth Services Assistant       | 15.00     | 18.00     | 21.00     |
| Senior Library Associate       | 15.00     | 18.00     | 21.00     |
| Library Director II            | 65,000.00 | 74,000.00 | 83,000.00 |
| Senior Research Aide           | 21.00     | 25.50     | 30.00     |
| Librarian I                    | 21.00     | 25.50     | 30.00     |
| Librarian III                  | 25.00     | 30.00     | 35.00     |
| Maintenance                    | 15.00     | 18.50     | 22.00     |
| Page                           | 10.00     | 12.00     | 14.00     |

Amended: 12/13/2016

Approved by Board of Trustees, 8/30/2016

Proposed wage changes for 2017

| <b>title</b>                   | <b>2016<br/>rate</b> | <b>2017<br/>rate</b> |
|--------------------------------|----------------------|----------------------|
| Account Clerk                  | 20.45                | 20.66                |
| Clerk*                         | 11.14                | 12.00                |
| Clerk*                         | 11.25                | 12.44                |
| Clerk*                         | 12.25                | 12.44                |
| Clerk **                       | 17.96                | 17.96                |
| Clerk*                         | 11.82                | 12.44                |
| Clerk                          | 13.57                | 13.78                |
| Clerk                          | 16.70                | 16.86                |
| Clerk                          | 16.12                | 16.28                |
| Community Services Coordinator | 18.23                | 18.50                |
| Library Assistant/YSA          | 15.40                | 15.63                |
| Library Assistant/YSA          | 16.50                | 16.75                |
| Library Assistant/YSA          | 17.16                | 17.41                |
| Library Assistant/YSA*         | 13.81                | 15.00                |
| Library Assistant/YSA          | 20.06                | 20.26                |
| Library Associate              |                      | 14.50                |
| Library Associate              | 14.50                | 14.72                |
| Library Associate - Senior     | 16.00                | 16.24                |
| Maintenance **                 | 25.28                | 25.28                |
| Page                           | 12.35                | 12.48                |
| Page                           | 10.00                | 10.20                |
| Page                           | 10.00                | 10.20                |
| Research Aide                  | 15.34                | 15.57                |
| Research Aide – Senior*        | 20.00                | 22.00                |
| z1director                     | 71000                | 72065                |
| zlibrarian I adult*            | 21.48                | 22.00                |
| zlibrarian I adult*            | 19.24                | 21.00                |
| zlibrarian I adult*            | 20.25                | 22.00                |
| zlibrarian III asstdir         | 34.31                | 34.65                |

\*scale increase, no COLA

\*\*no COLA, outside of scale