

**Seymour Public Library District
Board of Trustees Meeting
September 25, 2018**

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

Excused: Jim Hanley, Joe Runkle (Joe participated by conference call during Action items, did not vote)

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

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
<p>*Minutes of 8/28/18 meeting *Finance Committee meeting notes (9/17/18) *Personnel Committee meeting notes (9/10/18) *Building Committee – notes from Bell & Spina kickoff (7/27/18)</p>	<p>Minutes of 8/28/18 meeting: Status of Trustee Runkle was changed from Absent to Excused.</p>	<p>Motion to accept the Consent Agenda as modified (Messina/Carnes). Unanimous approval.</p>
TRUSTEE EDUCATION		
<p>Director attended a recent “Advocacy Bootcamp”, an approach based on community-centric conversations with influential, non-elected individuals in the community. Applied to the library, this would entail the Director and a Trustee meeting with such individuals at their places of business to determine the big issues they see in the community during the next 18-24 months. Some examples might include: downtown revitalization, the opioid epidemic, economic development & job creation. Information gathered would be pooled and debriefed, with the hope that a theme or themes would emerge. It would be determined if there’s a project for the library to undertake that would meet a community need defined through this process and would require community resources. A plan (and budget) could be developed and implemented and, upon completion, the impact on the public could be measured.</p>		
PUBLIC COMMENT None		
ACTION ITEMS		
<p>Approve July and August 2018 Financial Statements (including Fines & Fees Summary)</p>	<p>Approval of the July 2018 Financial Statements was tabled at the 8/28/18 Board meeting, due to a necessary change in the financial statements subsequent to their review at the 8/20 Finance Committee meeting. Both the July and August 2018 financial statements were then reviewed by the Finance Committee and found to be in order. The Finance Committee recommends their approval as submitted.</p>	<p>Motion to approve the Financial Statements (including the Fines & Fees Summary) for July and August 2018 as submitted (DelloStritto/Messina). Unanimous approval.</p>
<p>Approve August 2018 Claims</p>	<p>Claims for August 2018 were reviewed per procedure and found to be in order. The Finance Committee recommends their approval as submitted.</p>	<p>Motion to approve the Claims for August 2018 as submitted (DelloStritto/Kent). Unanimous approval.</p>
<p>Approve Civil Service Appointment</p>	<p>Based upon the results of a Civil Service test, Director requests that Stephanie Mastropietro, currently appointed as a provisional Library Associate, be appointed to a permanent Library Associate position, at her current wage scale. Finance Committee recommends approval of this appointment.</p>	<p>Motion to approve the permanent appointment of Stephanie Mastropietro to the position of Library Associate at her current wage scale (Smrtic/Liberatore). Unanimous approval.</p>

Agenda Item	Discussion	Action Taken/Next Steps
<i>ACTION ITEMS (continued)</i>		
Approve Proposed 2019 Operating Budget	The proposed operating budget for 2019 for Seymour Public Library District includes a \$16,000 increase in the tax levy, from \$796,000 to \$812,000. Trustee Election: Three Trustee terms will expire at the end of 2018, 1 representing the City of Auburn and 2 representing the Town of Fleming. The Trustee Election will be held simultaneously with the Budget Referendum on October 30. Public Hearing for the Budget Referendum: October 9, 2018 at 5:30 PM.	Motion to request a \$16,000 increase in the tax levy for SPLD's 2019 budget, which, if approved, would bring the tax levy to \$812,000, with the Budget Referendum and Trustee Election set for October 30, 2018 (Kent/Karpinski). Unanimous approval.
Designate Funds from the Jeanne Dunn Bequest	Director and Finance Committee Chair will meet within the week to draft the proposed wording of the fund designations, to be presented at the October Board meeting.	Tabled to October Board meeting.
<i>DISCUSSION ITEMS</i>		
Investment Policy	Revising the Investment Policy and securing an investment advisor must be accomplished before the end of 2018.	Director and Finance Committee will continue their efforts in these areas.
Strategic Plan	The results of the Building Condition Survey and Programming Assessment (space utilization) are expected by early 2019 and will figure into strategic planning for the Library, to be done later in 2019. There will be 3 meetings with various public groups as part of the Programming Assessment piece to obtain input on how the public envisions optimum use of the library's space.	Director and Board will review the completed Building Condition Survey and Programming Assessment when completed. In 2019 Director will engage a consultant firm to facilitate sessions to update SPLD's strategic plan.
Letter to Municipalities	Director intends to send a letter within the next week to each of SPLD's participating municipalities to announce the upcoming Budget Referendum and Trustee Election.	Director requests input from Trustees by 9/27 re: wording and content of the letter.
<i>UPDATES</i>		
Seymour Library Foundation	Next meeting will be in October. Review of proposals re: insurance coverage and auditor services continues.	
Friends of Seymour Library	2019 Calendar is still available for sale.	
Finger Lakes Library System	Annual meeting will be held in Ithaca on Friday, October 12, from 9-1:30. Education is the focus (to meet mandated requirement for Trustees to have 3 hours of training per year). Fines & Fees: FLLS want its member libraries to be fine-free by 2020. Since each FLLS member library is independent, discussions will continue. The 2 FLLS representatives from Cayuga County will attend the 10/23 Board meeting.	Trustees interested in attending the Annual meeting should register on their own or contact Director.

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UPDATES (continued)		
New York Library Association (NYLA) Conference & Trade Show	Conference will be in Rochester – Nov. 7-10. Director plans to attend. Also, two officers of the Friends of Seymour Library will attend since a luncheon and workshops for library Friends groups will be included in the program.	
South Central Regional Council membership	SPLD has joined the SCRC in order to have access to additional grants available to libraries. One possibility would be to apply for a grant to digitize the History Discovery Center.	

The meeting was adjourned at 6:51 PM (DelloStritto/Smrtic).

Respectfully submitted,
Joan Smrtic, Secretary

Next Regular Board of Trustees Meeting: Tuesday, October 23, 2018 at 5:30 PM.

Seymour Public Library District 2019 Trustee Election and Budget Referendum Dates

9/5/2018	Publicize & host informational session re: trustee vacancies (Sept. 10th @ 6pm)
9/9/2018	Place legal notice to advertise availability of trustee petitions
9/25/2018	Deadline for trustee candidates to submit petitions
10/2/2018	Place legal notice to advertise public hearing on referendum
10/9/2018	Hold public hearing on the budget referendum: 5:30 PM
10/10/2018	Earliest date to place legal notice/signs in municipal buildings to advertise election and referendum
10/17/2018	Final date to place legal notice and signs in the municipal buildings to advertise election and referendum
10/30/2018	Budget Referendum & Trustee Election: 9:00 AM –7:30 PM
10/31/2018	Place legal notice to announce results

