

**Seymour Public Library District  
Board of Trustees Meeting  
August 28, 2018**

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

Excused: Joe Runkle

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

Agenda Item	Discussion	Action Taken/Next Steps
<b>CONSENT AGENDA</b>		
<p><b>*Minutes of 7/24/18 meeting</b>  <b>*Finance Committee Meeting notes (8/20/18)</b>  <b>*Building Committee Meeting notes (7/27/18)</b>  <b>*Policy Committee Meeting notes (7/10/18)</b>  <b>*Director's Report (July/August 2018)</b></p>	<p>*Minutes of 7/24/18: On P. 2 in Building Condition Survey section, "subconsultants" should be substituted for "subcontractors".            *Finance Committee notes from 8/20/18 meeting should be removed from Agenda, due to a statement change made after their review at that meeting.            *Last Policy Committee Meeting was held on 7/10, and its notes were included in Consent Agenda for 7/24/18 meeting, so should be deleted.</p>	<p><b>Motion to accept the Consent Agenda with the changes as discussed (DelloStritto/Messina). Unanimous approval.</b></p>
<b>PUBLIC COMMENT</b> None		
<b>TRUSTEE EDUCATION</b>		
<p>The Board discussed the role of the SPLD's Treasurer. The Finance Committee will explore options and report back to the Board.</p>		
<b>ACTION ITEMS</b>		
<p><b>Approve July 2018 Financial Statements (including Fines &amp; Fees Summary)</b></p>	<p>Request to table, due to statement change after Finance Committee review.</p>	<p>Tabled. Will be presented at September meeting.</p>
<p><b>Approve July 2018 Claims</b></p>	<p>Claims for July 2018 were reviewed per procedure and found to be in order. The Finance Committee recommends approval as submitted.</p>	<p><b>Motion to approve Claims for July 2018 as submitted (Kent/Karpinski). Unanimous approval.</b></p>
<b>DISCUSSION ITEMS</b>		
<p><b>Authorize Selection of Commercial Insurance Broker</b></p>	<p>SPLD's insurance policy is due to expire September 1, 2018. RG Wright is the current commercial insurance broker for SPLD. Director received proposals from three commercial insurance brokers, including the current broker. Director requested each to review the District's current levels of coverage in all areas, determine if there are any gaps or low coverage areas, and submit quotes for the next benefit year. Board consensus was that the District's insurance coverage should be reviewed annually, and SPLD should continue with RG Wright at this time.</p>	<p><b>Motion to continue commercial insurance coverage for 1 year (9/1/18-9/1/19) with RG Wright (Messina/DelloStritto). Approval by all Trustees present, except abstention by Nancy Karpinski.</b></p> <p>Director will continue to have discussions with broker on specific issues.</p>

Agenda Item	Discussion	Action Taken/Next Steps
<b>ACTION ITEMS (continued)</b>		
<b>Authorize Documents for NYS Construction Grant Application</b>	Director would like to make an application to obtain NYS Construction Grant funding to assist in creating a classroom space in an existing Library area. The total project cost is \$82,978, including securing architectural documents, demolition and rebuild of the space, anticipated minor asbestos abatement, and the cost for movers to remove and discard current furnishings and materials. The library district may qualify for a 75/25 match, but has to sign assurances that it can meet a 50/50 match (\$41,489). Since only 4 FLLS libraries in our region are vying for state construction funds this year, SPLD is hopeful to receive a grant. Director requests Board approval to proceed with all aspects of the application for NYS Construction grant funding. Board President will need to sign the assurance form which was read to the Board. The Director is gathering required forms and documentation.	<b>Motion to: (1) approve proceeding with the application for a NYS Construction Grant for funding to create a classroom space within an existing area of the Seymour Public Library building, and (2) authorize the Board President, on behalf of the Seymour Public Library District, to sign the assurances form required by New York State for this grant application (Messina/Carnes). Unanimous approval.</b> The document was duly executed by the President in the presence of the Board.  Director will secure and submit all required documents and forms in a timely manner.
<b>Approve Civil Service Appointments</b>	The Civil Service test results are available for several positions. Director requests to make the following permanent appointments: Shawn Connery to the position of Research Aide and Liza Lowery to the position of Sr. Library Associate. Salaries will remain as they are currently. The Director is still working through the list for Library Associate and has no recommendation at this time.	<b>Motion to approve the permanent appointments of Shawn Connery to the position of Research Aide and Liza Lowery to the position of Senior Library Associate at their respective current wage scales (DelloStritto/Messina). Unanimous approval.</b>
<b>Approve Date for 2019 Trustee Election and Budget Referendum</b>	Director requests that October 30, 2018 be designated as the date for the 2019 Trustee Election and Budget Referendum for the Seymour Public Library District. Working backward from that date, the Director provided a listing of the required notice dates & deadline dates in the process (attached).  The proposed budget and the tax levy increase request will be finalized and voted on at the September meeting.	<b>Motion to approve October 30, 2018 as the designated date for the 2019 Trustee Election and Budget Referendum (DelloStritto/Karpinski). Unanimous approval.</b>
<b>UPDATES</b>		
<b>Seymour Library Foundation</b>		Next meeting will be in 4 <sup>th</sup> quarter.
<b>DISCUSSION ITEMS</b>		
<b>Board Assessment</b>		Director will email assessment to Trustees in mid-September.
<b>2019 Operating Budget</b>	Has been approved by Finance Committee.	Board will set the proposed tax levy increase and will vote on the proposed 2019 operating budget at the September meeting.

Agenda Item	Discussion	Action Taken/Next Steps
<b>DISCUSSION ITEMS (continued)</b>		
<b>Update on Jean Dunne Bequest</b>	On behalf of the Library District, the Board must: *Revise and pass a new Investment Policy *Designate the funds *Engage the services of an investment counselor	Finance Committee will continue to work on these tasks and will bring recommendations to the Board as completed.
<b>Building Condition Survey</b>	Kickoff was held on 7/27, and work is progressing in all areas.	Paul Mays is working on the Programmatic Assessment piece (optimum space utilization) and will continue staff interviews on 9/7.

The meeting was adjourned at 7:25 PM (Karpinski/Kent).

Respectfully submitted,  
Joan Smolic, Secretary

**Next Regular Board of Trustees Meeting: Tuesday, September 25, 2018 at 5:30 PM.**

**Seymour Public Library District  
2019 Trustee Election and Budget Referendum Dates**

9/5/2018	Publicize & host informational sessions (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
10/10/2018	Earliest date to place legal notice/signs in municipal buildings to advertise election or referendum
10/17/2018	Final date to place legal notice and signs in the municipal buildings to advertise
10/30/2018	Election day
10/31/2018	Place legal notice to announce results