

**Seymour Public Library District
Board of Trustees Meeting
October 23, 2018**

DRAFT

Present: Lisa Carr, Danette Davis, Kathleen Carnes, Ellen DelloStritto, Jim Hanley, Nancy Karpinski, Ginny Kent, Larry Liberatore, Pat Messina, Joe Runkle, Joan Smrtic
The meeting was called to order at 5:30 PM.

Agenda Item	Discussion	Action Taken/Next Steps
TRUSTEE EDUCATION		
<p>Finger Lakes Library System Executive Director Sarah Glogowski and FLS Board Member Susan Marteney (who represents the Cayuga County Libraries) attended the meeting. Sarah explained that there are 950 libraries in New York State, organized in 23 systems. FLS is a cooperative library system encompassing 33 libraries in Cayuga, Cortland, Seneca, Tioga and Tompkins Counties. SPLD is the only legislative district library in FLS, with mostly association libraries, some municipal and 2 school district libraries. FLS assists its member libraries in many areas including, but not limited to, movement of books, Polaris, computer purchases, e-content platform, automation, assistance with questions from Directors and Trustees re: state-related issues, library advocacy, and providing education and training. Minimum Standards for libraries have recently been going through an updating process, and the new Minimum Standards will become effective January 1, 2021. FLS will be assisting its member libraries in upgrading to these new standards in the interim. Some examples: Automation will be required; Technology training for library employees will be tied to the Plan of Service and must be documented for each employee; Educational standards for professional librarians will increase, except for those who are “grandfathered”. Trustees will be required to receive 3 hours of training per year, to be documented by the Director. Trustees may attend conferences, workshops, approved webinars, etc. to meet this requirement, and Trustee Education segments during Board of Trustees meetings will count toward this requirement.</p> <p>As a cooperative library system, FLS has expectations for its member libraries, but lacks enforcement capabilities. Some future expectations for its members include: Increasing library advocacy in its members’ communities; Increasing standardization among member libraries (ex. becoming “fine free”); Member libraries rallying other member libraries toward more cooperative effort; Increasing consideration by member libraries of moving toward public referendum funding. The Trustees expressed their desire for Executive Director Glogowski and/or the Cayuga County representatives (Susan Marteney and Deb Lewis) to periodically provide FLS updates to the Board. (This segment qualifies as 1 hour of Trustee Training)</p>		
PUBLIC COMMENT None		
CONSENT AGENDA		
<p>*Minutes of 9/25/18 Meeting *Finance Committee meeting notes (10/15/18) *Policy Committee meeting notes (10/2/18) *Director’s Report (Sept. 2018)</p>	<p>Correction to BOT meeting notes: Trustees Hanley and Runkle were excused. Trustee Runkle attended the “Action Items” segment of the meeting via telephone, but did not vote.</p>	<p>Motion to accept the Consent Agenda as modified (Runkle/Karpinski). Unanimous approval.</p>
ACTION ITEMS		
<p>Approval of Financial Statements (including Fines & Fees Summary) and Claims for September 2018</p>	<p>Financial statements for September 2018 were reviewed by the Finance Committee, and Claims for September 2018 were reviewed per procedure. All were found to be in order, and the Finance Committee recommends their approval as submitted.</p>	<p>Motion to approve the Financial Statements (including Fines & Fees Summary) and Claims for September 2018 (Runkle/DelloStritto). Unanimous approval.</p>
<p>Approve creation of a Library Clerk PT (sub) position and Appoint Library Clerk to position</p>	<p>PT Library Clerks are limited to working 1,040 hours per year. A current Library Clerk does most of the subbing for other clerks when they can’t work as scheduled, and she has reached her annual hours’ maximum. Civil Service suggests this non-competitive sub position be created to address this situation. A separate time sheet would be kept for sub hours. Director recommends creation of this position & appointment of Roseanne Servais to this position.</p>	<p>Motions to approve: (1) Creation of a Library Clerk PT (sub) position (non-competitive) (Karpinski/Smrtic), Unanimous Approval; and (2) Appointment of Roseanne Servais to the Library Clerk PT (sub) position (Karpinski/Messina). Approval by all Trustees except Runkle (Abstention).</p>

Agenda	Discussion	Action Taken/Next Steps
<i>ACTION ITEMS (continued)</i>		
Approve designating funds from Jeanne Dunn Bequest	With legal assistance of Ellen Bach, Esq., a Board resolution has been drafted to designate funds from the Dunn bequest.	Motion to approve a resolution designating funds from the Jeanne Dunn bequest (Kent/Messina). Unanimous approval. (copy attached) The Executor of the Dunn estate will be informed of this action.
Approval of Investment Policy	With legal assistance of Ellen Bach, Esq., a new investment policy has been drafted. This policy will replace any previous investment policy or policies of the Seymour Public Library District. The Director recommends its approval.	Motion to approve the new investment policy, to replace any previous investment policy or policies of the Seymour Public Library District (Runkle/Kent). Unanimous approval.
Approval of Sexual Harassment Prevention Policy	New York State law requires all employers must adopt a Sexual Harassment Prevention Policy, which must contain required wording and information, as outlined by the state. This policy will replace any previous sexual harassment policy or policies of the Seymour Public Library District. The Director recommends its approval. Specific training will be required in the next year for all Board of Trustees members, supervisors and staff and is under development.	Motion to approve the new sexual harassment prevention policy, to replace any previous sexual harassment policy or policies of the Seymour Public Library District (Runkle/ DelloStritto). Unanimous approval. The Director will ensure that all employees and appropriate parties are made aware of this new policy and will keep abreast of training development/opportunities.
<i>DISCUSSION ITEMS</i>		
Board self-assessment	5 Trustees have responded to date. The results will be part of the Strategic Plan update.	Remaining Trustees are urged to respond.
Budget Referendum/Trustee Election	The Budget Referendum and Trustee Election will be held on Tues. October 23, 2018 from 9AM – 7:30 PM. The referendum is to increase the public tax levy by \$16,000, to \$812,000. Three Trustee positions are open for 2019: 1 in the City of Auburn and 2 in the part of the Town of Fleming that is in the Auburn Enlarged City School District.	Various methods are being used to publicize the referendum and election.
Updates	*Seymour Library Foundation: No report. *Friends of Seymour Library: Sale of 2019 calendars continues. Friends will be providing refreshments during National Friends of Libraries week, October 22-26.	

The meeting was adjourned at 7:00 PM (DelloStritto/Liberatore).

Respectfully submitted,

Joan Smelic, Secretary

Next Regular Board of Trustees Meeting: Tuesday, November 27, 2018 at 5:30 PM.

**RESOLUTION OF THE BOARD OF TRUSTEES OF
THE SEYMOUR PUBLIC LIBRARY DISTRICT**

At a duly called special meeting of the Board of Trustees of the Seymour Public Library District ("Library"), located in the City of Auburn, New York, held on the 23rd day of October, 2018 at _____ o'clock P.M., prevailing time, the following Trustees were present, constituting a quorum of the Board: _____

_____.

The following motion was made by _____ and seconded by _____:

WHEREAS, the Library has received a bequest from Jeanne Z. Dunn ("Dunn Bequest");
and

WHEREAS, the Last Will and Testament of Jeanne Z. Dunn instructs that the Library establish an appropriate recognition of the Dunn Bequest in the name of Richard S. and Jeanne Z. Dunn, and that the allocation of the Dunn Bequest should include an appropriate allocation to the children's section of the Library;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Library that the monies constituting the Dunn Bequest shall be designated for the following purposes: (a) completion of an architect's survey of the Library's current facility; (b) payment of costs associated with the administration of the Dunn Bequest; and (c) improvements and enhancements to the Library facility and services provided therein, including but not limited to the children's section of the Library, consistent with the Library's mission.

Thereupon the resolution was passed by a vote of _____ () in favor, _____ () opposed.