

**Seymour Public Library District
Board of Trustees Meeting
November 27, 2018**

REVISED DRAFT

Present: Lisa Carr, Kathleen Carnes, Ellen DelloStritto, Jim Hanley, Nancy Karpinski, Patricia Messina, Joan Smrtic

Excused: Ginny Kent, Larry Liberatore, Joe Runkle

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

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
<p>*Minutes of 10/23/18 meeting *Personnel Committee Meeting notes (11/12/18) *Finance Committee Meeting notes (11/19/18)</p>	<p>Correct the meeting date to 10/23/18</p>	<p>Motion to approve the Consent Agenda as corrected (DelloStritto/Karpinski). Unanimous approval.</p>
TRUSTEE EDUCATION None		
PUBLIC COMMENT None		
UPDATES		
<p>Seymour Library Foundation</p>	<p>The Foundation Board: *Has chosen RG Wright agency to provide Directors' and Officers' insurance for the Foundation. *Discussed the west entrance upgrade: installation expected within the first 2 weeks of December and anticipated to take several days (timing depends on the 2 vendors). Director is exploring donations from foundations to help defray the cost of the upgrade. *See comments under Dunn Bequest section</p>	<p>Re: West entrance upgrade: Director will determine: whether the Library will need to close during the installation or if there will be any changes in hours; if an alternate entrance can be designated and used during the construction period; and if there will be any effects on scheduled programming. The public will be informed through various media of closing or changes in hours, alternate entry, and any program changes.</p>
<p>Friends of Seymour Library</p>	<p>*The Friends' President and Vice-President participated in the recent NYLA conference in Rochester – they attended informative workshops and were able to network with Friends' representatives from other libraries. They obtained some resources to share, including information on the relative roles of the Friends, Director, and Board of Trustees which the Director will share with the Board. *2019 calendar sales continue.</p>	
<p>Building Condition Survey & Programmatic Assessment (Space Utilization)</p>	<p>Paul Mays, library architect, met with the Board of Trustees and the public on 11/13. Building surveys were distributed to attendees and were to be available at the Circulation Desk for a couple weeks. On 12/5 at 6 PM, Paul will provide a summary of input gathered at numerous sessions with various community and library-affiliated groups.</p>	<p>The public will be informed about the 12/5 meeting with Paul Mays through various social media, the newsletter and a public announcement in the Citizen newspaper.</p>

Agenda Item	Discussion	Action Taken/Next Steps
ACTION ITEMS		
Dunn Bequest	<p>(1) Key decisions remain relative to the Dunn bequest. Trustees present at the meeting expressed their desire for the Library District's attorney to be consulted via conference call to discuss numerous questions the Board has and to provide concrete direction for the Library Board. The Trustees present came to consensus that no further actions should be taken by the Trustees until after the conference call on 11/29, and until the full Board of Trustees has the opportunity to discuss the issues and the attorney's responses at the next Board meeting on December 11.</p> <p>(2) After discussion, the Trustees came to consensus that the Library District's attorney should draft a lease agreement as a starting point for the Foundation and the District to renegotiate the current lease.</p> <p>(3) Pursuant to legal advice from the Library District's attorney, the Trustees agreed that the Seymour Library Foundation should move the Dunn Bequest funds back to the Seymour Public Library District prior to December 31, 2018.</p>	<p>Motion to table any further decisions concerning the Dunn Bequest until the next meeting of the Board of Trustees scheduled for December 11, 2018 (Messina/DelloStritto). Unanimous approval.</p> <p>Motion to have Ellen Bach, Esq., the Seymour Public Library District's attorney, draft a lease agreement as a starting point for the Seymour Library Foundation and the Seymour Public Library District to renegotiate the current lease (Smrtic/Hanley). Unanimous approval.</p> <p>Motion to have the Seymour Library Foundation move the Dunn Bequest funds back to the Seymour Public Library District prior to December 31, 2018 (Messina/Carnes). Unanimous approval.</p>
Approval of October 2018 Financial Statements (Including Fines & Fees Summary) & Claims	The Finance Committee went through its customary processes to review the October 2018 Financial Statements and Claims. However, the Board of Trustees didn't receive the Financial Statements for their review prior to the meeting.	Approval of the October 2018 Financial Statements & Claims tabled to the December meeting. The Director will distribute the October 2018 Financial Statements to the Board of Trustees prior to December meeting.
Resolution to appoint Library Director as Records Management Officer (RMO)	New York State requires that someone be designated as Records Management Officer.	Motion to appoint the Library Director as Records Management Officer for the Seymour Public Library District (Karpinski/DelloStritto). Unanimous approval.
Investment Advisor	The Finance Committee recommends that Pinnacle Investments be engaged as the Seymour Public Library District's investment advisor, if Pinnacle Investments meets the criteria for investment of public funds and if SPLD's legal counsel approves.	Motion to approve Pinnacle Investments as the investment advisor for the Seymour Public Library District, if Pinnacle Investments meets the criteria for investment of public funds and if SPLD's legal counsel approves (DelloStritto/Messina). Unanimous approval.
DISCUSSION ITEMS		
2019 Annual Meeting		Tabled to the December meeting.
Administrative Reconfiguration		Tabled to the December meeting.

The meeting was adjourned at 6:54 PM (Smrtic/Messina).

Respectfully submitted,

Joan Smrtic, Secretary

Next Regular Board of Trustees Meeting: December 11, 2018 at 5:30 PM (changed from 4th Tuesday due to holiday)