

**Seymour Public Library District
Board of Trustees Meeting
February 26, 2019**

DRAFT

Present: Lisa Carr, Kathleen Carnes, Jim Hanley, Nancy Karpinski, Ginny Kent, Pat Messina, Dawn Taylor, Joan Smrtic (Scribe)

Excused: Ellen DelloStritto, Larry Liberatore, Joseph Runkle, Mike Trapani

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

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
<p>*Minutes from 1/22/19 Meeting *February 2019 Director's Report *Building Committee Report (1/21/19) *Finance Committee Report (2/18/19)</p>	Delete Building Committee Report – not available for Board review prior to meeting.	Motion to approve the Consent Agenda as amended (Kent/Karpinski). Unanimous approval.
TRUSTEE EDUCATION		
<p>Director discussed the Annual Report to the State for 2018, to be submitted to the Finger Lakes Library System for review and final submission to the State by 3/1/19. Submission has been required since 1991 and allows the State Library Division of Library Development to gather various data and ensure each library's compliance with its charter and minimum standards for libraries established by the State. There have been a few changes since the Director previously shared a draft with Trustees. New fields are added to the report each year (ex. # of Facebook likes) and the places to enter data are sometimes modified, so consistency in some areas is diminished from year to year and over time. Virtual attendees are counted, but there's no way to track how long an individual attends an online program. Program #'s are based on programs attended, not developed or under development. Big changes from year to year are flagged, so it's important to explain why they happened in the "state notes" section. Director includes some of the compiled information and data in the Library District's Annual Report to the Community. (This segment qualifies as 10 minutes of Trustee Training)</p>		
PUBLIC COMMENT None		
UPDATES		
Seymour Library Foundation	<p>*The Foundation Board has added a new member: Diane McKeon. *Re: 2019 Foundation allocation: The Foundation Board did not agree to accept the resolution approved by the Board of Trustees at its 1/22/19 meeting – there will be no allocation from the Foundation at this time. The Foundation Board wishes to see the Building Condition Survey & Program Assessment Report and wants to know how the Library District plans to use the Dunn bequest monies.</p>	Director will arrange a joint meeting of the Foundation and Board of Trustees for a presentation of the Final Report from the Building Condition Survey & Program Assessment conducted by Bell & Spina.
Friends of Seymour Library	Previous status errors have been corrected. The Friends of Seymour Library is now officially a 501(c)(3) and can file EZ tax form.	
ACTION ITEMS		
Approve Financial Statements for January 2019	Financial Statements for January 2019 have been reviewed by the Finance Committee and found to be in order. The Finance Committee recommends their approval.	Motion to approve the Financial Statements for January 2019 as submitted (Karpinski/Messina). Unanimous approval.
Approve Claims for January 2019	Claims for January 2019 were reviewed per procedure and were found to be in order. The Finance Committee recommends their approval.	Motion to approve the Claims for January 2019 as submitted (Messina/Kent). Unanimous approval.

Agenda Item	Discussion	Action Taken/Next Steps
ACTION ITEMS (continued)		
Investment Management	<p>*In order to obtain a higher interest rate and full FDIC coverage, the Director requests Board approval to move \$200,000 from SPLD's money market account at Tompkins Trust Company to Generations Bank.</p> <p>*Director continues to finalize language for the new Treasurer's position to present to the Civil Service Commission. The Treasurer will report to the Board.</p> <p>*SPLD has received the balance of the Dunn bequest.</p>	<p>Motion to move \$200,000 from SPLD's money market account at Tompkins Trust Company to Generations Bank (Messina/Hanley). Unanimous approval.</p> <p>Director will submit appropriate paperwork to Civil Service for the Treasurer's job description and duties and will report back to the Trustees re: next steps.</p> <p>The new Treasurer and the Finance Committee will develop a long term investment strategy.</p>
DISCUSSION ITEMS		
SPLD's Annual Report to the Community	<p>The Annual Report to the Community is generally released in late April/ early May, and the Director is gathering information and data to be included. Receipt of the Dunn bequest and any future plans for its use must be included. The Library District needs a linear timeline for its decision making including: receipt of the final report and debriefing by Bell & Spina re: Building Condition Survey & Programmatic Assessment, SPLD discussion and decisions concerning its plans, and sharing SPLD plans with the Seymour Library Foundation. The annual report may have to be delayed until these steps are completed.</p>	<p>The Director will schedule a joint session for the SPLD Board of Trustees and Seymour Library Foundation to be debriefed relative to the Bell & Spina report, probably to occur in late March/early April. Follow-up meetings will be scheduled.</p> <p>Director will develop a linear timeline for discussions and decision making concerning the Dunn bequest.</p> <p>The Board will consider whether to engage a public relations contractor for assistance with report's release. Strategic Communications, LLC has submitted a proposal.</p>
Establishing Health Savings Accounts for Full Time Staff	<p>The Library District's health insurance policy renews on April 1.</p> <p>The Finance Committee recommends (1) discontinuing the method that has been used to calculate the annual contribution to the Director's Health Savings Account (HSA); (2) setting the Library District's contributions for a full time employee's Health Savings Accounts (HSA's) as follows: \$1,500 for the plan year for Family, Subscriber & Children, and Subscriber & Partner tiers of coverage; \$800 for the plan year for individual coverage, with all contribution payments to be made in quarterly installments; and (3) adjusting the Director's salary to compensate for the change in her annual HSA contribution.</p>	<p>Motion to approve recommendations by the Finance Committee relative to Health Savings Accounts (HSA) for full time library staff as follows: (1) Discontinue the previous calculation method for the annual contribution to the Director's Health Savings Account; (2) the Library District's contributions to a full time employee's Health Savings Account will be set at \$1,500 for the plan year for Family, Subscriber & Children, and Subscriber & Partner tiers of coverage, and \$800 for the plan year for individual coverage, with all contribution payments to be made in quarterly installments beginning with the health insurance plan year on 4/1/19; and (3) Adjust the Director's salary to compensate for the change in her HSA contribution (Karpinski/ Kent). Unanimous approval.</p>
Osborne Fund payments for 2017 & 2018	<p>Seymour Library Foundation has transferred \$2,294.21 to SPLD, representing the 2017 & 2018 annual payments from the Osborne Fund (held by the Foundation), to be used specifically for the purchase of books.</p>	

The meeting was adjourned at 7:50 PM (Messina/Karpinski).

Next Regular Board of Trustees Meeting: Tuesday, March 26, 2019 at 5:30 PM