

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

DRAFT

Present: Lisa Carr, Kathleen Carnes, Ellen DelloStritto, Ginny Kent, Larry Liberatore, Pat Messina, Michael Trapani, Jackie Kolb (Community Services Coordinator), Joan Smrtic (scribe)

Excused: Jim Hanley, Nancy Karpinski, Joseph Runkle, Dawn Taylor

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

| Agenda Item | Discussion | Action Taken/Next Steps |
|--|---|--|
| CONSENT AGENDA | | |
| *Minutes from 2/26/19 Meeting *March 2019 Director's Report *Finance Committee Report (3/18/19) *Board Resource Committee Report (3/21/19) *Personnel Committee Report (3/12/19) | None | Motion to approve the Consent Agenda as submitted (Kent/DelloStritto). Unanimous approval. |
| TRUSTEE EDUCATION | | |
| Jackie Kolb, Community Services Coordinator for the Library District, discussed her responsibilities and duties. She is in charge of adult programs and does some marketing. She is currently working on the newsletter where she highlights upcoming programs for all ages, and is involved in writing columns for The Citizen. She serves as the staff liaison to the Friends of Seymour Library. She has started doing videos on ARMA, including interviews, and is learning how to edit. She is on the team developing this year's Discover Summer! Program for children, families and adults. She juggles many tasks in her work week. Thank you, Jackie! (This segment qualifies as 10 minutes of Trustee Training) | | |
| PUBLIC COMMENT None | | |
| UPDATES | | |
| FLLS: Sexual harassment prevention – supervisor training on May 28th | To comply with the NYS law passed in October 2018, all library supervisors and employees must have completed sexual harassment prevention training by 10/1/19. Trustees are required to take supervisor training. If the appropriate level training is completed through another source, it must be documented. It is anticipated that future offerings may be local or regional. | Any Board members wishing to attend the 5/28 supervisor training should contact the Director for a registration link. The Director will inform the Board re: future local or regional offerings of supervisor training. |
| Seymour Library Foundation | No report. | |
| Friends of Seymour Library | The Friends Annual Meeting will be 4/17 at 6 PM. Shari Ross is running for President; a vacancy exists for Secretary. Trivia Night will be 4/23 at 7 PM at the Next Chapter at Genesee Mall. | The Director and Board thanked the Friends of Seymour Library for their \$5,000 donation toward purchase of some of the Library's "wish list" items for 2019. |
| ACTION ITEMS | | |
| 2019 Annual Report to New York State | This report was reviewed and discussed at the 2/26/19 meeting. The Director's submission of the report needs to be approved by the Board. | Motion to approve the 2018 Annual Report to New York State, as submitted by the Director (Messina/Carnes). Unanimous approval. |
| Approve Financial Statements (including Fines & Fees Summary) for February 2019 | Financial statements for February 2019 have been reviewed and found to be in order. Finance Committee recommends approval. | Motion to approve the Financial Statements (including the Fines & Fees Summary) for February 2019 as submitted (DelloStritto/Messina). Unanimous approval. |

| Agenda Item | Discussion | Action Taken/Next Steps |
|--|---|--|
| <i>ACTION ITEMS (continued)</i> | | |
| Approve Claims for February 2019 | Claims for February 2019 were reviewed per procedure and were found to be in order. Finance Committee recommends approval. | Motion to approve the Claims for February 2019 as submitted (DelloStritto/Liberatore). Unanimous approval. |
| 2019-2020 Health Insurance for Full Time Employees | In 2015, the Library District adopted a high deductible/lower premium health insurance plan (Excellus Simply Blue Plus Silver 2) to replace the Traditional Plan (Excellus Simply Blue Plus Platinum 2) with its fast-rising premiums. Over the past few years, the gap between the Traditional Plan and the High Deductible Plan premiums has narrowed significantly. There is concern that a high deductible plan subscriber may have to pay out of pocket up to \$13,000 a year toward the deductible. | The Library District will continue the current health insurance plan for the 2019-2020 benefit year (4/1/19-3/31/20). The Director will invite a representative from KPM, the District's insurance provider, to a Board meeting to explain the current status of traditional vs. high deductible plans. |
| Librarian I | The Board must make a decision about the Civil Service status for the new full time Librarian I. | Motion to make the full time Librarian I position salaried and full time exempt for Civil Service purposes (Messina/Carnes). Unanimous approval. |
| <i>DISCUSSION ITEMS</i> | | |
| 2019 Projects | Per Board request, the Director developed and explained a timeline chart for 2019 projects. She noted that many of the projects are interrelated and overlap. | |
| Fine Forgiveness/Amnesty during National Library Week | During National Library Week (4/8-13), The Library District will offer fine forgiveness for eligible materials and will utilize the same rules as were used 2 years ago. The Director noted that ½ of the libraries in the Finger Lakes Library System are fine free. There is increasing advocacy for removing fines as they present a social inequity falling most heavily on the economically disadvantaged. | The Director will continue to study the fine free option and will report back to the Board. |
| Board Information Night on 4/30 at 6 PM | The Director will provide information and answer questions from attendees who may be considering serving on a Board Committee or running for a future vacant position on the Board of Trustees. | This event will be publicized in the Library's newsletter. |
| Reminders | Corrections: *The Library will close on 4/4 at 4 PM for staff training. *The Policy Committee will meet on 4/9 at 1 PM. | |

The meeting was adjourned at 6:47 PM (DelloStritto/Liberatore).

Next Regular Board of Trustees Meeting: April 23, 2019 at 5:30 PM