

**Seymour Public Library District  
Board of Trustees Meeting  
April 23, 2019**

**DRAFT**

Present: Lisa Carr, Kathleen Carnes, Ellen DelloStritto, Ginny Kent, Larry Liberatore, Pat Messina, Dawn Taylor, Michael Trapani, Joan Smrtic (scribe)  
Excused: Jim Hanley, Nancy Karpinski, Joe Runkle

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

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Taken/Next Steps</b>
<b>CONSENT AGENDA</b>		
*Minutes from 3/26/19 meeting *April 2019 Director's Report *Finance Committee Report ( <del>3/18/19</del> ) (4/15/19) *Board Resource Committee Report (3/19/19) *Policy Committee Report (4/9/19)	(1) Correction to Minutes: Section entitled 2019-2020 Health Insurance for Full Time Employees – Delete "toward the deductible" at the end of the last sentence under Discussion. (2) Correction: The Finance Committee met on 4/15/19.	<b>Motion to approve the Consent Agenda as corrected (Kent/DelloStritto). Unanimous approval.</b>
<b>TRUSTEE EDUCATION</b>		
Annual Financial Audit for 2018: Kim Bayley, of Buffington & Hoatland CPAs, PLLC, presented the draft of the financial audit for 2018. She categorized it as a clean opinion, with no findings. The opinion states that "the financial statements referred to above present fairly, in all material aspects, the financial position of Seymour Public Library District as of December 31, 2018 and 2017, and changes in its net assets and its cash flow for the years that ended in accordance with accounting principles generally accepted in the United States of America". She walked the Trustees through the report, explained new classifications, wording or notes required for the 2018 audit and previewed several changes that will affect the 2019 audit. She mentioned that the assets section had been greatly affected by the Dunn bequest. She stated the importance of the Board being clear in all resolutions as to the purpose and the amounts to be designated or released. Also, Ms. Bayley stated that she will send the draft of Form 990 to the Director within the next few days.		
(This segment qualifies as 30 minutes of Trustee training)		
<b>PUBLIC COMMENT</b> None		
<b>ACTION ITEMS</b>		
<b>Approve permanent appointment of Collin Sullivan as Research Aide</b>	Mr. Sullivan is on the Civil Service list for this position. The Director recommends his permanent appointment to the position of Research Aide. He will be working in the History Discovery Center approximately 15 hours per week at the rate of \$16.25 per hour.	<b>Motion to permanently appoint Collin Sullivan to the position of Research Aide, to work approximately 15 hours per week at the rate of \$16.25 per hour (Messina/DelloStritto). Unanimous approval.</b>
<b>Approve Financial Statements (including Fines &amp; Fees Summary) for March 2019 and Approve Claims for March 2019</b>	Financial statements for March 2019 have been reviewed by the Finance Committee and found to be in order. Claims for March 2019 have been reviewed per procedure and found to be in order. The Finance Committee recommends approval of both the Financial Statements and the Claims for March 2019.	<b>Motion to approve the Financial Statements (including Fines &amp; Fees Summary) for March 2019 and the Claims for March 2019 (Messina/Carnes). Unanimous approval.</b>

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Taken/Next Steps</b>
<b><i>ACTION ITEMS (continued)</i></b>		
<b>Approve Library Director's Evaluation and Salary Package retroactive to 4/1/19</b>	The Director's Annual Evaluation has been completed for the year 2018-2019. The Board went into Executive Session at 7:10 PM (DelloStritto/Kent) and left Executive Session at 7:20 PM (DelloStritto/Kent).	<b>Motion to approve the Library Director's Evaluation and Salary Package retroactive to 4/1/19 (DelloStritto/Kent). Unanimous approval.</b>
<b>Video Surveillance Policy</b>		Tabled to May meeting.
<b><i>DISCUSSION ITEMS</i></b>		
<b>Board Information Night – 4/30/19 at 6 PM</b>	The Director will provide information and answer questions from individuals who may be considering serving on a Board committee or running for a future vacant position on the Board of Trustees.	Trustees are invited to attend.
<b>Sexual Harassment Prevention Training on 5/28/19 at FLLS</b>	Per NYS law, Library Trustees are required to complete a Supervisor-level training on sexual harassment prevention by 10/1/19. Director will inform Trustees of future training offerings locally or in the region.	Trustees interested in taking this training on 5/28 in Ithaca should contact the Director for a registration link.
<b>Upcoming Board Committee meeting schedule</b>	There have been some changes.	Director will email the correct dates to all Trustees.
<b>Dunn Bequest</b>	The Director provided for the Board a detailed statement of all transactions and expenses to date relative to the Dunn bequest monies. The Board, by consensus, requested the Director to arrange a special Board of Trustees meeting to exclusively discuss the next steps re: the Dunn bequest.	The Director will arrange this special meeting.

The meeting was adjourned at 6:43 PM (Messina/Kent).

**Next Regular Board of Trustees Meeting: Tuesday, May 28, 2019 at 5:30 PM.**