

**Seymour Public Library District
Board of Trustees Meeting
May 28, 2019**

DRAFT

Present: Lisa Carr, Ellen DelloStritto, Jim Hanley, Nancy Karpinski, Ginny Kent, Larry Liberatore, Pat Messina, Dawn Taylor, Joan Smrtic (scribe)

Excused: Kathleen Carnes, Joe Runkle, Michael Trapani

The meeting was called to order at 5:32 PM.

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
*Minutes from April 23, 2019 meeting *May 2019 Director's Report *Notes from joint meeting of Finance and Personnel Committees (5/20/19)		Motion to approve the Consent Agenda as submitted (Karpinski/Kent). Unanimous approval.
TRUSTEE EDUCATION		
<p><i>Strategic Communications, LLC</i>, offers expertise to organizations in proactive media strategy and outreach, media monitoring, media measurement and analysis, employee communications, and community relations. The firm has worked with several local organizations to help develop their marketing strategies. Strategic Communications' President and Director of Public Relations Crystal DeStefano and Senior Consultant Kelly Gaggin attended the meeting to discuss how their firm will assist the Library District to prepare its Annual Report to the Community and to enhance the Library's proactive public relations. They plan to obtain a comprehensive understanding of where the Library District was at the close of 2018 and where it plans to go in the future. They will review various collected data and reports about the Library and will be seeking input from a number of Library constituencies. They will also create a series of "Key Messages", clear and consistent responses, to assist administration, staff and governing body members when they receive inquiries about the Library. It is anticipated that their work will be completed within two months, but additional time can be added if needed.</p> <p style="text-align: right;">(This segment qualifies as 25 minutes of Trustee Training)</p>		
PUBLIC COMMENT None		
UPDATES		
FLLS: Sexual Harassment Prevention Training	The Director informed the Trustees that on-line, interactive Supervisor Training on this topic should be available by July.	The Director will inform Trustees how to take this online training.
Seymour Library Foundation	No updates. The next quarterly meeting should be in June.	
ACTION ITEMS		
Approve IRS Form 990 for 2018	Filing of this federal tax form is required. The Finance Committee has reviewed the form for 2018 and recommends its approval by the Board. All Trustees were provided the form for their review in advance.	Motion to approve filing the 2018 IRS Form 990 for the Seymour Public Library District as submitted (DelloStritto/Messina). Unanimous approval.
Approve the Financial Statements (including Fines & Fees Summary) and Claims for April 2019	Financial statements for April 2019 have been reviewed by the Finance Committee and found to be in order. Claims for April 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 April 2019.	Motion to approve the Financial Statements (including Fines & Fees Summary) for April 2019 and the Claims for April 2019 (DelloStritto/Liberatore). Unanimous approval.

Agenda Item	Discussion	Action Taken/Next Steps
DISCUSSION ITEMS		
2019 Projects/Timeline Update	Director provided an updated version of this chart and plans to keep it update and share it periodically with Trustees.	
Joint Meeting of Personnel & Finance Committees	Notes from the meeting were approved with Consent Agenda. The Director stressed that: *The new Treasurer’s position is on the Civil Service Commission’s agenda for June 5. The Director will attend the meeting to answer questions and advocate that this position be exempt from the CS competitive process. Creating the position should be on the Board’s June meeting agenda. *The first draft of the 2020 budget was shared. The budgetary impact of possible personnel additions will be considered. General discussion favored requesting the maximum allowable increase in the tax levy for 2020.	*Once the Treasurer’s position is created, the Director will seek and interview applicants for the position. *Discussions and work on the 2020 draft budget will continue.
Bell & Spina Report	Each Trustee was given a copy of the final report re: the Building Condition Survey, the Programmatic Evaluation (Space Utilization), and Recommendations. The Board needs to develop a long-range vision for work to be completed over a span of years. Distinct “phases” of construction must be clearly defined. They need to prioritize what can be done alone and what pieces can be completed in conjunction with others.	The Building Committee will continue to study the detail of the report toward recommending a phased plan for how to proceed.
Board Retreat	The Board Resource Committee is planning a Board retreat by the end of July. The Board prefers to schedule it on a weekday, perhaps starting at 2-3 PM.	The Board Resource Chair will contact Trustees with several possible dates to hold the retreat.
Board President Pat Messina has been named Cayuga County Senior Citizen of the Year!	On April 28 th , Board President Pat Messina was recognized as a Cayuga County Senior Citizen of the Year! (one of two honorees) In addition to her deep commitment to and long-standing service on behalf of Seymour Library, she regularly donates her time and support to many other community organizations. The Board congratulates Ms. Messina on her achievement!	

The meeting was adjourned at 7:47 PM (Karpinski/Liberatore).

Next Regular Board of Trustees Meeting: Tuesday, June 25, 2019 at 5:30 PM