

**Seymour Public Library District
Board of Trustees Meeting
June 25, 2019**

DRAFT

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

Excused: Joe Runkle

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

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
<p>*Minutes from May 28, 2019 meeting *June Director's Report *Notes from Finance Committee meeting (6/17/19)</p>	None.	<p>Motion to approve the Consent Agenda as submitted (Kent/Hanley). Unanimous approval.</p>
PUBLIC COMMENT None		
TRUSTEE EDUCATION None		
UPDATES		
<p>Seymour Library Foundation</p>	<p>*The Foundation Board has decided to “pause” its annual allocation to the Library District for the budget years 2019 and 2020. The Library District will, of necessity, have to tap Dunn funds to make up the deficits in order to maintain operations and will undertake cost cutting where feasible. In light of the Dunn bequest to the District and the findings and recommendations from the Bell & Spina Building Condition Survey and Programmatic Assessment (space utilization), the Foundation wants to see what plans the Library District will develop for the building. The Foundation Board has approved a motion to allow the Library District to begin renovations on its building to upgrade the Children’s Room, following the Dunn bequest language.</p> <p>*The Library District’s Building Committee will meet on 7/12 to begin to set the direction and prioritize work to be done on the building in phases over a period of years.</p> <p>*The Foundation Board and the District Board, or representatives from each, will meet to share the plan and discuss, considering their differing missions and fiduciary responsibilities, how they can work together toward its achievement.</p> <p>*The lease agreement between the Foundation and Library District needs updating.</p>	
<p>Friends of Seymour Library</p>	<p>The Friends are working on revising its By-Laws and the MOU with the Library District and also developing expenditure guidelines. The Board of Trustees will have the opportunity for review.</p>	
<p>Finger Lakes Library System</p>	<p>The new state librarian is Lauren Moore, current director of the Pioneer Library System in Geneva. Cayuga County’s FLLS representatives will attend 8/27 Board of Trustees meeting.</p>	

Agenda Item	Discussion	Action Taken/Next Steps
UPDATES (continued)		
Treasurer's Position	The Civil Service Commission reviewed the request to create a part-time, non-competitive position of Treasurer, not subject to a Civil Service test. The County Civil Service Department will share the revised job specification with the Library before the July Commission meeting. It is anticipated that the position can be created by the Board of Trustees at its July meeting, and the Director can then begin recruiting to fill the position.	
ACTION ITEMS		
Children's Room	The Building Committee needs to prioritize and develop an overall plan to renovate the Children's Room, as discussed in the Jeanne Dunn bequest. Recommendations for space utilization and upgrades from the Programmatic Assessment by Architect Paul Mays will be incorporated as appropriate.	Motion for the Building Committee to develop and recommend a plan to the Board of Trustees for renovations to the Seymour Library Children's Room, in accordance with documents prepared by Architect Paul Mays (Liberatore/Kent). Unanimous approval.
Approve the Financial Statements (including Fines & Fees Summary) for May 2019	Financial statements for May 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 (including Fines & Fees Summary) for May 2019 as submitted (Karpinski/Messina). Unanimous approval.
Approve the Claims for May 2019	Claims for May 2019 have been reviewed per procedure and found to be in order. The Finance Committee recommends their approval.	Motion to approve the Claims for May 2019 as submitted (DelloStritto/Liberatore). Unanimous approval.
Board designation of funds from the Dunn Bequest to cover operation deficits in the 2019 and 2020 budgets	The Foundation's "pause" in annual allocations to the Library District for the budget years 2019 and 2020 must be made up to avoid compromising Library operations. The Board needs to authorize an amount, estimated at \$225,000, to cover the anticipated operational deficits for each of these two budget years (estimated at \$90,000-100,000 per year) plus fees associated with the Dunn Bequest. In order to minimize outlays from the Dunn funds, budget expenses will be tracked closely during the 2019 and 2020 budget years and cost cuts will be made to the extent possible. Board consensus was to proactively budget for 2 years' deficit coverage, rather than the 3 years originally recommended by the Finance Committee.	Motion to designate \$225,000 from the Dunn Bequest to cover operational deficits for the 2019 and 2020 budget years, while working to reduce dependency on the Dunn Bequest and looking at cost-cutting in both budget years (Liberatore/Kent). Unanimous approval.
2020 Budget	The allowable levy growth factor has not yet been calculated by the state. The Director believes that an increase in the tax levy of \$18,000, from the current \$812,000 to \$830,000, will be below the 2% cap. The Finance Committee recommends approval of requesting an increase of \$18,000 in the tax levy for the budget year 2020.	Motion to request an increase of \$18,000 in the tax levy for the budget year 2020, from the current \$812,000 to \$830,000 (Liberatore/Karpinski). Unanimous approval.

Agenda	Discussion	Action Taken/Next Steps
<i>ACTION ITEMS (continued)</i>		
Authorize provisional appointment of Youth Services Assistant	The Director recommends Katherine Kirk be appointed provisionally as Youth Services Assistant, to work 30 hours per week at a rate of \$16.00 per hour, subject to the results of a future Civil Service test.	Motion to provisionally appoint Katherine Kirk as Youth Services Assistant, to work 30 hours per week at a rate of \$16.00 per hour, subject to the results of a future Civil Service test (Liberature/DelloStritto). Unanimous approval.
Video Surveillance Policy	None.	Motion to adopt the Video Surveillance Policy as submitted (Kent/Hanley). Unanimous approval.
<i>DISCUSSION ITEMS</i>		
Communication Plan/Annual Report to Community	The Director reviewed with the Board the draft Communications Plan submitted by Strategic Communications LLC. She noted a number of necessary changes and wants to incorporate some key language from the Bell & Spina report as well. She will discuss these revisions with Strategic Communications personnel.	Director will share revised draft when available.
Sexual Harassment Prevention Training	A training for Supervisors (includes Trustees) will be held at the Cayuga County Chamber of Commerce on 7/10 at 8AM. Trustees should contact C of C to register. There's no word yet from FLLS re: an online offering to meet the state requirements for this training.	Director will inform Trustees of any supervisor-level training offered on this topic. All Trustees must complete this training by 10/1/19.
Upcoming Committee Meetings	Building: 7/12 at 9AM Finance: 7/15 at 4:30PM Personnel: 7/9 at 1:30PM Policy: 8/6 at 1:00PM	

Motion to adjourn at 6:59 PM (Karpinski/Messina).