

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

DRAFT

Present: Lisa Carr, Kathleen Carnes, Ellen DelloStritto, Nancy Karpinski, Ginny Kent, Pat Messina, Dawn Taylor, Mike Trapani, Jackie Kolb (Community Services Coordinator), Joan Smrtic (scribe)

Excused: Jim Hanley, Larry Liberatore, Joe Runkle

The meeting was called to order at 5:40 PM.

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
<p>*Minutes from 6/25/19 meeting *July 2019 Director’s Report *Notes from Finance Committee Meeting (7/12/19) *Notes from Building Committee Meeting (7/15/19)</p>	<p>Building Committee meeting notes from 7/15/19 were sent to Trustees for review prior to the meeting. They were added to Consent Agenda.</p>	<p>Motion to approve the Consent Agenda as amended (Kent/Karpinski). Unanimous approval.</p>
TRUSTEE EDUCATION		
<p>Two items: (1) The Building Committee will invite the Board of Trustees and the Seymour Library Foundation Board to a meeting to attend a presentation on the direction and scope of the anticipated building upgrades. This will be an open meeting. The Director reminded the Board of the circumstances under which it can enter executive session, if necessary: to discuss acquisition, sale or lease of property or to discuss personnel matters or litigation. (2) The Director recently attended a class at St. John Fisher on better understanding “Financials”. This information will be shared with the Board in a future Trustee Education segment. <p style="text-align: right;">(This segment qualifies as 5 minutes of Trustee Training)</p></p>		
PUBLIC COMMENT None		
UPDATES		
Seymour Library Foundation	The Foundation Board’s next meeting will be 9/12/19 at 9:30 AM.	
Friends of Seymour Library	<p>The Friends continue to refine the MOU and work on expenditure guidelines. These will be brought to the Board of Trustees for review and questions.</p> <p>The Friends will hold a “Birthday Bash” to celebrate the anniversary of moving to the Library Building on January 1, 1903. Details will be forthcoming. Note: Seymour Library was founded in 1876 and housed at the Auburn Savings Bank Building (now known as the Phoenix Building) until the move.</p>	
Finger Lakes Library System (FLLS)	<p>FLLS hosted a conference this week in Ithaca for all Directors and Systems staff.</p> <p>The FLLS Executive Director Sarah Glogowski and FLLS Cayuga County Representatives Deb Lewis and Susan Marteney will attend the 8/27/19 Board of Trustees meeting.</p>	
ACTION ITEMS		
Approve Financial Statements (including Fines & Fees Summary) and Claims for June 2019	<p>Financial Statements for June 2019 were reviewed by the Finance Committee and found to be in order. Claims for June 2019 were reviewed per procedure and found to be in order. The Finance Committee recommends approval of both the Financial Statements and Claims for June 2019.</p>	<p>Motion to approve the Financial Statements (including Fines & Fees Summary) and Claims for June 2019 as submitted (DelloStritto/Messina). Unanimous approval.</p>

Agenda Item	Discussion	Action Taken/Next Steps
ACTION ITEMS (continued)		
Insurance RFP	The Finance Committee reviewed 3 bids for the District’s insurance programs and recommends: (1) auto/property/casualty insurance for the period 9/1/19 – 9/1/20 be purchased from RG Wright Agency at \$9,233; and (2) Workers’ Compensation coverage for the period 1/1/20 – 1/1/21 be purchased from Aversa Agency at \$4,303. In the future the Board may consider requesting bids for multi-year coverage.	Motion to: (1) Purchase the Seymour Public Library District’s auto/property/casualty insurance coverage from the RG Wright Agency at a cost of \$9,233 to cover the period 9/1/19 – 9/1/20; and (2) Purchase the Seymour Public Library District’s Workers’ Compensation coverage from Aversa Agency at a cost of \$4,303 to cover the period 1/1/20 – 1/1/21 (DelloStritto/Carnes). Unanimous approval.
Authorize Use of Board Designated Funds for replacement of outside lights	This item was discussed at the Finance Committee and should be added to the agenda. The Finance Committee recommends that \$1,800 from Board Designated funds be used to replace the Library’s outside halogen lights with new LED lights.	Motion to authorize \$1,800 from Board Designated funds to be used to replace the Library’s outside halogen lights with new LED lights (DelloStritto/Messina). Unanimous approval.
Electronic Funds Transfer Policy (First Reading)	The Director prepared & shared the draft of an EFT/ACH Policy. The policy sets forth responsibilities and procedures for cash transfers between the Library District’s banking institutions. The FLLS Business Manager recommends an EFT/ACH policy be adopted by member libraries.	The Director requests that all Trustees review the policy and be prepared to ask questions and proceed at the next Board meeting.
Authorize creation of a part-time Treasurer position	The Civil Service Commission approved creation of a part-time Treasurer position for the Library District. This is an exempt position, with no exam and no list from which to hire. The Treasurer will be a Library District employee, but will report to the Board of Trustees, and must be bonded. The Director anticipates the Treasurer will ultimately work approximately 2 hours per month, but will likely work more hours initially to establish procedures and work flow. She anticipates this position will cost \$5,000-\$6,000 per year. The Board of Trustees needs to create the position for the interview process to begin.	Motion to authorize the creation of a part-time Treasurer position, Civil Service exempt, (Kent/Karpinski). Unanimous approval. The Director will begin making contacts and interviewing interested candidates. She requests that both the Personnel Committee and the Finance Committee provide a representative to participate in each interview. The Director will bring a hiring recommendation to the Board through the appropriate committees.
Assurance Form for 2019-2020 DLD Grant the for Children’s Library renovation		Tabled.
Engage the services of Paul Mays (Butler Rowland Mays) for architectural planning services for the Children’s Library renovation	The Building Committee recommends that Paul Mays be engaged for architectural planning services to refine conceptual design, provide assistance for grant applications, funding strategies, and project phasing for the Children’s Library renovation in the amount of \$16,340, as outlined in the Service Authorization letter of 6/24/19.	Motion to engage the services of Paul Mays (Butler Rowland Mays) to provide architectural planning services for the Children’s Library renovation, as outlined in the Service Authorization letter of 6/24/19, in the amount of \$16,340 (Carnes/DelloStritto). Unanimous approval.

Agenda Item	Discussion	Action Taken/Next Steps
DISCUSSION ITEMS		
Board Retreat	Scheduled for Friday, August 9 from 12-5 PM in the Chamber of Commerce Conference Room.	The Board Resource Committee requests Trustee input for the agenda, which will be shared in advance.
2020 Budget Referendum & Election	A tentative date for the 2020 Budget Referendum and Election is Tuesday, October 29, 2019. The Director shared a proposed timeline for all the required actions that must be specifically completed prior to the referendum & election date.	The date of the 2020 Budget Referendum & Election must be set by the Board. The Director will schedule a meeting for Trustees to have an in-depth discussion of the proposed budget.

The meeting was adjourned at 6:36PM (DelloStritto/Kent).

Next Regular Board of Trustees Meeting: Tuesday, August 27, 2019 at 5:30 PM.

Civil Service Title: **Library Treasurer**
Jurisdictional Class: Exempt; Part time
Civil Division: Seymour Library
Adoption: CSM
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position with function as the Treasurer whom will report directly to the Board of Trustees in line with the directives from the Office of the State Comptroller. This position will be dealing with the sensitive nature of financial transactions and audit of financial documentation.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Attend monthly Financial Committee meetings and report to the committee.
Attend one Board meeting each quarter and report to the Board
Oversee investments of the funds and make recommendations to the Board
Provide a monthly Treasurer's Report to the Board of receipts and disbursements, together with bank reconciliations and supporting documentation.
Oversee deposits and disbursement of funds
Review monthly bank statements
Maintain appropriate accounting records.
When necessary, sign checks and bank account transfers as an authorized signer along with the Board President and Vice-President who typically signs the checks
Review annual budget prepared by the Library Director
Annually: Review audit, meet with Audit Committee twice each year

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Ability to respond to questions and translate financial information for the Library Director and Trustees
Understanding and knowledge of management of long-term investments
Proficiency with data analysis and reporting
Possess strong written and verbal communication skills; strong presentation skills

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Finance or closely related field is required.
CPA certification or Master's degree in Accounting, Finance, or Business is a plus
Minimum of 3 years relevant experience with at least 1 year experience working with non-profit or municipality.
Advanced PC proficiency including QuickBooks and Microsoft Office applications, especially Excel

SPECIAL REQUIREMENTS

Must be bonded

*Adopted 7/23/2019 by
Seymour Public Library District
Board of Trustees*