

**Seymour Public Library District
Board of Trustees Meeting
October 22, 2019**

Present: Pat Messina, Ellen Dellostritto, Dawn Taylor, Larry Liberatore, Nancy Karpinski
Excused: Joe Runkle, Jim Hanley, Kathleen Carnes, Ginny Kent
Staff: Lisa Carr, Dixie Warner-Webert

The meeting was called to order at 5:30 pm

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
Minutes of 9/24/19 meeting October 2019 Director's Report Committee Reports -Finance 10/14/19 -Building 9/13/19 -Policy 10/1/19		Motion to approve Consent Agenda by Pat Messina, seconded by Ellen DelloStritto, approved unanimously.
PUBLIC COMMENT <i>None</i>		
TRUSTEE EDUCATION		
<i>The Director reported on her trip to Columbus, Ohio to attend a library conference on building construction. Very interesting and somewhat overwhelming. She distributed materials gathered at the conference and discussion ensued regarding design requirements for our own project. She asked that perhaps the initial stage of the project (Children's Room renovation) should be moved to September 2020 rather than January 2020 to ensure there is enough time to develop a thoughtful design and allow us to refine our vision of what we are trying to achieve.</i>		
UPDATES		
<ul style="list-style-type: none"> • Architect Presentation 10/24/19 5:00 pm • Friends of Seymour Library Cake Walk at Fall Festival 10/26/19 11:00-2:00 pm • Election & Referendum 10/30/19 • Holiday Closings: 11/11, 28, 29 • Committee Meetings: <ul style="list-style-type: none"> ○ Finance 11/18/19 ○ Policy 1/7/20 ○ Building 11/8/19 ○ Personnel 11/12/19 3:15 pm ○ Board Resource TBA 		
ACTION ITEMS		
Approve Financial Statements and Claims for October 2019	Ellen Dellostritto reported Committee met 10/14/19 and reviewed financial statements and claims.	Motion by Ellen Dellostritto to accept the September 2019 financial statements, Larry Liberatore seconded, approved unanimously. Motion by Ellen Dellostritto to accept the September 2019 claims, seconded by Larry Liberatore, approved unanimously.

The Director recommended using 1663 from the capital reserve to pay for portion of new phone system.	Moving from Spectrum to Verizon, will be able to add additional extensions. The cost will be slightly higher but will be dropping service agreement with Spectrum. Better technology, handsets, faster data service.	Motion by Nancy Karpinski to spend 1663 from capital reserve to pay for portion of new phone system, seconded by Larry Liberatore, approved unanimously.
Emergency/Disaster Policy	First reading....the policy is a living document, which will change as the landscape changes. Will need to be approved by the end of the year.	
DISCUSSION ITEMS		
Building renovation timeline	Discussion centered around “what is end goal”? Architect will review timeline at Thursday meeting. Is our plan for an addition still a go? If addition is not the plan, then goal is different. Larry Liberatore stated that fundraising is the biggest deal; sees no reason not to move ahead with plan if funding can be attained. Parts of the library can be done without negative impact to addition: roof, Children’s Room, lobby, building envelope. Need to present to community the whole vision and pick a date to start. Nancy Karpinski said the Foundation has approved \$19,000 for the Bell & Spina schematic design for roof and masonry.	
How to fill a vacant position on the Board.	The Director contacted Ellen Bach, attorney, to understand how the board can appoint someone to a vacant seat. Ellen said the Board may appoint someone to fill vacant term on Board of Trustees until next election, not the full term. The by-laws should be updated to be in alignment with Education Law on this point	
Library Treasurer position	There is one viable candidate, process is ongoing.	
2019-2020 Library Timeline	The Director distributed a timeline of important administrative projects and goals for the year; moving Children’s Room project to September 2020.	

The meeting was adjourned at 6:30 pm on a motion by Pat Messina, seconded by Nancy Karpinski, approved unanimously.

Next Regular Board of Trustees Meeting: November 26, 2019 5:30 pm