

**Seymour Public Library District Board of Trustees Meeting**

**Date: August 25, 2020, 4:00 pm via zoom;** The meeting was called to order at 4:02 pm

Present: Dawn Taylor, Russ Harkins, Meg Vanek, Jim Hanley, Nancy Karpinski, Larry Liberatore, Joe Runkle, Ginny Kent

Excused: Ellen Dellostritto

Staff: Lisa Carr, Dixie Warner-Webert

<b>CONSENT AGENDA</b>		
<b>Minutes 7/28/20 meeting August 2020 Director's Report Committee Report: Finance 8/17/20</b>		<b>Consent Agenda was approved unanimously on a motion by Joe Runkle, seconded by Meg Vanek.</b>
<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Taken/Next Steps</b>
<b>ACTION ITEMS</b>		
Approve July 2020 Financial Statements and July 2020 claims paid	Joe Runkle reported that the Finance Committee met and reviewed the balance sheet and P&L. Claims were not discussed but were reviewed by Joe; expecting a 22.6% cut in state aid.	<b>Motion by Joe Runkle to accept the August 2020 financial statements and claims paid, seconded by Jim Hanley, approved unanimously.</b>
DLD Construction Grant Authorization	Discussion centered on which project to do first when applying for grant monies: West Lobby renovation or roof project?	<b>Motion by Joe Runkle to pursue grant money for the West Lobby renovation, Larry Liberatore seconded and the motion was approved unanimously.</b>
<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Taken/Next Steps</b>
<b>DISCUSSION ITEMS</b>		
<b>Committee Meetings Executive Committee 8/18/20  Board Governance 8/11/20</b>	Ginny Kent reported that the Governor is allowing absentee ballots for library board elections. Lisa Carr reported that taxpayers only vote on the budget if there has been a change in the tax levy. Tax levy is staying the same, so no vote needed. Election is Tuesday, October 27, 2020. Ginny suggested that instead of education night for prospective board members, testimonials from current members might be useful. Three seats up for (re) election. Considering a retreat day in 2021	
<b>Re-opening Dates</b>	Lisa hopes to open the building to the public by the end of September. She and staff are working on making the Children's Room collection available upstairs during construction.	
<b>New Organizational structure/ personnel changes</b>	Lisa reported that she is reorganizing staff positions and responsibilities; adding a Communications/marketing position, consolidating responsibilities from four people to one and adding a technology coordinator to meet our tech needs. Larry is OK in principle with changes, recognizes that there will be costs associated with the reorganization; Finance Committee needs to review; when the Board is comfortable, they will give authorization.	
<b>Revised Employee Handbook</b>	Updating due to federal and state law changes, rewrote large swatches for legal compliance. Paid time off section being reviewed by the Executive Committee.	

The meeting adjourned at 5:18 pm

**Next Regular Board of Trustees Meeting: September 22, 2020 at 4:00 pm via zoom**

***Respectfully submitted,***

***Russ Harkins, Secretary***