

Seymour Public Library District

Board of Trustees Meeting via zoom

Date: October 27, 2020 - The meeting was called to order at 4:00 pm

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

Staff: Lisa Carr, Dixie Warner-Webert

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
<ul style="list-style-type: none"> • Minutes 9/22/2020 meeting • 10/20/2020 Finance Notes • 10/2020 Director’s Report • 10/2020 Treasurer’s Report • 9/2020 Board Statements • 10/8/2020 Building Committee Report 		Motion By Joe Runkle to accept the Consent Agenda, seconded by Ginny Kent, approved unanimously
PUBLIC COMMENT None		
TRUSTEE EDUCATION None		
Agenda Item	Discussion	Action Taken/Next Steps
ACTION ITEMS		
Approval of Financial Statements for September 2020	Ellen Dellostritto reported that finances are close to anticipated	Motion by Ellen Dellostritto to accept financial statements for September 2020, seconded by Meg Vanek, approved unanimously.
Approval of Claims for September 2020	Finance Committee recommended approval of claims paid for September 2020	Motion by Ellen Dellostritto to accept claims paid for September 2020, seconded by Joe Runkle seconded, approval unanimously.
Employe Handbook-final reading	Ginny Kent reported the handbook is very thorough, the section regarding time off for part-time employees is still being revised; will be addressed by the Executive Committee by the end of the year.	Motion to approve Employee Handbook with changes, and future revisions to part time employee time off as presented by Ginny Kent, seconded by Dawn Taylor, approved unanimously
DISCUSSION ITEMS		
Library Updates	Lisa Carr reported on target to open the library for express browsing Nov. 2. Trustee Election Wednesday, October 28, 2020 Children’s Room project due to be reviewed by the local historical review board. Absentee ballots for Trustee election – approximately 10 were received.	
Foundation Update	Nancy Karpinski reported that the Foundation will meet next week, Nov 5. A meeting regarding ownership of the building took place. It was agreed that the building ownership should be transferred to the Board of Trustees, but the whys and wherefores have to be determined. She also said that the relationship between the Foundation and the Board needs to be refined when the Foundation no longer owns the building.	
Friends Update	Lisa Carr reported that the Friends of the Library are struggling with fundraising and technology; they can’t do any of the events that they typically do during the year due to the pandemic. They had their first zoom meeting; officers decided to remain an extra year. They have \$9000 in their checkbook and will give \$5000 to the library to use as it pleases.	
2021 Budget	The 2021 proposed budget was discussed. The projected deficit can be attributed to a combination of factors: anticipated decrease in revenue (no tax levy increase; decrease in	Motion to accept the 2021 budget with the projected deficit of 131,728 covered by the Dunn money by Joe Runkle, seconded by Jim Hanley, approved unanimously.

	state aid, printing fees, overdue fees; no contribution from SLF for 2021) and increase in expenses due to normal increase in costs, increases and expenses due to the pandemic, and changes in staffing as outlined in the October 2020 Director's Report and discussed at the August 18, 2020 Executive Committee meeting.	
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The meeting was adjourned at 5:00 pm

Next Regular Board of Trustees Meeting: Tuesday, November 24, 4:00 pm via zoom

Respectfully submitted,

Russ Harkins, Secretary