

Seymour Public Library District
Board of Trustees Meeting via zoom
Date: November 24, 2020

Present: Larry Liberatore, Meg Vanek, Nancy Karpinski, Ginny Kent, Russ Harkins

Excused: Joe Runkle, Jim Hanley, Dawn Taylor, Ellen Dello Stritto

Staff: Lisa Carr, Dixie Warner-Webert

Guest: Lynda DeOrio, Board Member elect

The meeting was called to order at 4:00 pm

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
Minutes of 10/27/20 meeting November Director's Report Committee Reports: Finance 11/16/20 Board Governance 11/12/20 Executive Committee 11/10/20 Building 11/19/20	Strike Building Committee Report, not available yet, Meg Vanek not on Executive Committee, as written in report.	Motion by Ginny Kent to accept Consent Agenda with changes, seconded by Meg Vanek. Passed unanimously.
PUBLIC COMMENT None		
TRUSTEE EDUCATION		
<i>Lisa Carr related what the role of the Board is to personnel: Library Director is hired and evaluated by the Board; Director creates positions that then are formally approved by the Board. Board reviews credentials of upper management; upholds policies when the complaint process indicates Board has a role.</i>		
Agenda Item	Discussion	Action Taken/Next Steps
ACTION ITEMS		
November Board Statements & Claims		Tabled until December
Paid Time Off Policy	Lisa Carr: --Paid holidays for FT employees changed from 12 to 10 (9 named by the board and one floating holiday); Part time employees working more than 20 hours/week are eligible for prorated 9 paid holidays. --Vacation leave change to being accrued per pay period --Sick Leave: beginning January 1, 40 hours a year to comply with state law. Can be used in 4 hour increments; can accumulate sick leave from year to year	Motion by Nancy Karpinski to accept Paid Time Off policy, seconded by Russ Harkins, passed unanimously.
2021 Closed Days	attached	Motion to accept closed days by Meg Vanek, seconded by Ginny Kent, passed unanimously.
2021 Wage Scale	December 31 minimum wage rises to 12.50 per hour.	Motion to accept wages scale by Larry Liberatore, seconded by Nancy Karpinski, passed unanimously.
DISCUSSION ITEMS		
Closing and Reopening due to pandemic	Lisa Carr: what are the triggers to scale back? Governor's initiative of yellow, orange, red will dictate. Library policy: if staff availability falls below 5, the switch to virtually only. Framework for new policy: red - virtual only, orange - curbside only, yellow - holds pickup only.	
Seymour Library Foundation Update	Nancy Karpinski reported the Foundation met 11/5/20, there is work to do regarding the mission of the Foundation. Endowment is at 3+ million. The Foundation Board voted to hire legal counsel regarding property ownership. Roof project will probably be delayed for various reasons. Foundation Board will continue to meet.	

Roof Project: next steps	Larry Liberatore reported the next step is for local historical review board to sign off on project, also have also reached out to state level review folks. Need to hire architect and secure financing for bid documents.
Plans for 2021	Strategic plan subjected to new minimum standards, need more accurate budget and board retreat in first part of next year.

The meeting was adjourned at 5:08 pm

Date	Day of Week	Paid Holidays	Closed Days
January 1	Friday	New Year's Day	
January 2	Saturday		Long weekend/low traffic
January 18	Monday	Birthday of Martin Luther King, Jr.	
May 31	Monday	Memorial Day	
July 3	Saturday		Long weekend/low traffic
July 5	Monday	Independence Day observed	
September 6	Monday	Labor Day	
November 24	Wed		Close at 4pm
November 25	Thursday	Thanksgiving Day	
November 26	Friday	Thanksgiving Day after	
December 24	Friday	Christmas Eve Day	
December 25	Saturday	Christmas	
December 31	Friday		Close at 4pm
January 1, 2022	Saturday	New Year's Day	

Next Regular Board of Trustees Meeting: December 15, 2020 4pm via zoom

Respectfully submitted,

Russ Harkins, Secretary