

Seymour Public Library District Board of Trustees Meeting - conducted via zoom

Date: January 26, 2021

Present: Meg Vanek, Russ Harkins, Joe Runkle, Ellen Dellostritto, Nancy Karpinski, Lynda Deorio, Ginny Kent, Larry Liberatore

Excused: Dawn Taylor

Staff: Lisa Carr, Jill Hand, Dixie Warner-Webert

The meeting was called to order at 4:00 pm; new Trustee Lynda Deorio welcomed.

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
Minutes 12/15/2020 meeting Director's Report 1/2021 2021 Committees 2021 Employee Roster Committee Reports Building 1/21/2021 Board Governance 1/7/2021		Motion to accept Consent Agenda by Ginny Kent, seconded Joe Runkle, approved unanimously.
TRUSTEE EDUCATION		
For a closer relationship with staff and the Board, staff members will be attending Board meetings. Jill Hand, Acting Director of Library Patron Experience related what she does: developing new procedures for library cards, patron experiences plus children's library activities and staff schedules.		
Agenda Item	Discussion	Action Taken/Next Steps
ACTION ITEMS		
Annual Meeting Election of Officers	Ginny Kent: The January meeting of the SPLD Board of Trustees constitutes the Annual Meeting and the election of officers for the coming year: Slate of Officers for 2021: President: Larry Liberatore Vice President: Ellen Dellostritto Finance Officer: Joe Runkle Secretary: Russ Harkins	Motion to accept the slate of officers for 2021 as presented, by Meg Vanek, seconded by Lynda Deorio, no nominations from the floor, approved unanimously.
Finance Approve December 2020 Financial Statements and Claims		Motion to approve December 2020 Financial Statements by Joe Runkle, seconded by Ellen Dellostritto, approved unanimously. Motion to approve Claims for December 2020 by Ellen Dellostritto, seconded by Joe Runkle, approved unanimously.
Procurement Policy Designate Building Committee Chair to advertise bids Designate outlets for advertising	Lisa Carr spoke with Ellen Bach, legal counsel, to clarify concerns about the upcoming construction bid process. Ellen advised the library to follow a purchasing or procurement policy. Since the Library does not currently have a policy in place, the full Board needs to approve large purchases/projects. The Board needs to designate the Building Committee chair to advertise bids, and the whole Board to designate what outlets to use for advertising such bids.	Motion by Larry Liberatore to designate the Building Committee chair the ability to advertise procurement of bids for upcoming projects. Joe Runkle seconded, approved unanimously.

	The Executive Committee will meet next week to review/approve a Purchasing policy draft provided by Ellen.	
DISCUSSION ITEMS		
Board Calendar	Ginny Kent has created a Google calendar as a library Board resource to look ahead for meetings, deadlines, etc.	
Strategic Planning	Ginny Kent related that Melina Carnicelli will be helping with this process. She has developed a questionnaire for staff and Trustees to complete and then use the answers to create an agenda for the Feb. 23 meeting. Ginny asked the Board to read chapter 5 of "Boards That Make a Difference", by John Carver for the February meeting of Board and staff.	

The meeting was adjourned at 4:58 pm

Next Regular Board of Trustees Meeting: February 23, 2021 at 4:00 pm via zoom

Respectfully submitted,

Russ Harkins, Secretary