

Seymour Public Library District
Board of Trustees Meeting via zoom
Date: April 27, 2021

Trustees Present: Lynda Deorio, Ellen Dellostritto, Dawn Taylor, Meg Vanek, Larry Liberatore, Nancy Karpinski, Ginny Kent

Trustees Excused: Joe Runkle, Russ Harkins

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

Guest: Elaine Buffington

The meeting was called to order at 4:00 pm

Elaine Buffington reviewed the 2020 financial audit. She said it went smoother than last year thanks to Melanie. There were five journal entries, mostly technical accounting issues. No issues regarding fraud to report. Elaine reminded the Trustees to make sure any resolutions made are clear and directed as to what their intention is. Elaine reviewed Note 6 on page 15, which shows 2,180,000 total assets. Restrictions listed eat up most of this; so there is actually only 94,000 available at end of year, which is not much of a reserve. Ellen will bring that information to the Finance Committee next month. The 990 is completed and will be submitted shortly.

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
Minutes of 3/23/2021 meeting April 2021 Director's Report Committee Reports: Finance 4/19/2021	Strategic Planning meeting minutes not supplied as originally listed. Ellen thanked Lisa for her Director's report, very useful.	Motion by Ellen Dellostritto to approve Consent Agenda, without the Strategic Planning minutes, seconded by Ginny Kent, approved unanimously
PUBLIC COMMENT none		
TRUSTEE EDUCATION - Tabled until May meeting		
UPDATES		
Seymour Library Foundation	Nancy Karpinski stated there was nothing to report, the Foundation Board will be meeting in May.	
ACTION ITEMS		
Approve 2020 Financial Audit		Motion by Larry Liberatore to approve the 2020 Financial Audit with minor edits as discussed, seconded by Ellen Dellostritto, approved unanimously.
Approve 2020 990		Motion by Meg Vanek to approve the 2020 990, seconded by Nancy Karpinski, approved unanimously.
Approve March 2021 Financial Statements		Motion by Ellen Dellostritto to approve the March 2021 Financial Statements, seconded by Larry Liberatore, approved unanimously.
Approve 2021 Claims	Ellen Dellostritto reported that the financial status of the library is on track, Larry Liberatore suggested keeping a close eye on the 77,000 shortfall from last year.	Motion by Ellen Dellostritto to approve March 2021 Claims, seconded by Ginny Kent, approved unanimously.
Public Information Officer	Discussion about wording for minimum educational requirements. The applicant	Motion to accept creation of a Public Information Officer position by Meg Vanek,

	credentials need to be recognized from some regional accredited educational institution.	seconded by Ellen Dellostritto, approved unanimously.
DISCUSSION ITEMS		
Strategic Planning Process	Ginny Kent reported that the team has met and has come to a consensus which they will share with the Board and staff ahead of the next meeting with Melina Carnicelli next month.	
2022 Budget	Lisa Carr has been working on the 2022 budget draft, will be breaking down costs by department. Lisa included an increase in tax levy as part of the proposed budget.	
Construction Projects	<p>Lisa Carr reported that work on the Children’s Room is progressing, asbestos abatement is completed and project is on track for substantial completion by June 30, 2021.</p> <p>Will be getting a timeline for the West Lobby project from the architects. Grant from state for the project tentatively increased from 221,000 to 250,000, not official yet.</p>	
Next Project	Lisa Carr is preparing for the next DLD grant cycle. She plans to include updating the existing fire alarm system as part of the grant request.	

The meeting adjourned at 5:17 pm

Next Regular Board of Trustees Meeting: May 25, 2021 at 4:00pm via zoom.

Respectfully submitted,

Russ Harkins, Secretary