

Seymour Public Library District Board of Trustees Meeting

Date: August 3, 2021

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

Excused: Russ Harkins, Joe Runkle

Staff Present: Lisa Carr, Drew Urbanek, Jackie Kolb, Dixie Warner-Webert

The meeting was called to order at 4:00 pm in person at the Library. This is the postponed July meeting.

Trustees welcomed new staff person Drew Urbanek, Director of Library Experiences

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
Minutes 6/22/2021 meeting July Director's Report Committee Reports Finance 7/19/2021 Building Committee 6/30/2021		Motion to approve Consent Agenda by Lynda DeOrio, seconded by Meg Vanek, approved unanimously.
ACTION ITEMS		
Financial Statements June 2021		Motion to approve June 2021 Financial Statements by Ginny Kent, seconded by Nancy Karpinski, approved unanimously.
Claims June 2021		Motion to approve June 2021 claims by Ginny Kent, seconded by Lynda Deorio, approved unanimously.
Dawn Taylor resignation	Dawn emailed Lisa stating due to family circumstances she has moved to South Carolina and her resignation is effective 8/2/2021.	Motion by Ginny Kent to accept Dawn Taylor's resignation from the Board of Trustees, seconded by Meg Vanek, approved unanimously.
2022 Budget: Tax cap override	The Finance Committee recommended overriding the tax cap by \$9,485. A super majority of the Board must pass a resolution to override the tax cap.	Motion to approve resolution to override tax cap by Lynda Deorio, seconded by Larry Liberatore, approved unanimously.
2022 Budget	The Proposed 2022 Budget of \$1,037,736 includes a proposed increase in the tax levy (from \$830,000 to \$864,000).	Motion to accept the 2022 budget by Larry Liberatore, seconded by Meg Vanek, approved unanimously.
2022 Budget: Release funds from Board Designated	The proposed 2022 Budget of \$1,037,736 includes using \$106,586 from Board Designated funds.	Motion to release \$106,586 from #3130 Board Designated – Dunn Bequest for Proposed 2022 Operations Budget made by Larry Liberatore, seconded by Ginny Kent, approved unanimously.
Election Chair	Jackie Kolb distributed a timeline for upcoming election/budget referendum. The Board discussed the process, including the use of absentee ballots.	Motion to appoint Jackie Kolb Election Chair by Nancy Karpinski, seconded by Ellen Dellostritto, approved unanimously.
Policies reviewed:		
Resolution to adopt NYS Records Retention Guidelines		Motion by Meg Vanek, seconded by Lynda Deorio, to approve a resolution to adopt NYS Records Retention Guidelines, approved unanimously

Updates to Employee Handbook pertaining to drug/alcohol use	Updates pertained to legalization of marijuana and brought the handbook up to date with the new law.	Motion by Lynda Deorio, second by Nancy Karpinski to update the Employee Handbook regarding drug/alcohol use, approved unanimously.
New York State HERO Act	One part of the HERO Act requires the adoption of the Airborne Infectious Disease Exposure Prevention Plan. This policy is to be included in Employee Handbook. All employees will be informed of the inclusion of the policy in the handbook.	Motion to accept NYS Hero Act into Library policies by Larry Liberatore, seconded by Lynda DeOrio, approved unanimously.
Tobacco Free Policy	The original policy covered smoking and vaping but this version has been updated to cover all tobacco products.	Motion by Ellen Dellostritto, seconded by Larry Liberatore to update Tobacco Free policy, approved unanimously.
Public Participation for Board Meetings	The policy was reviewed/updated to allow members of the public to participate in meetings.	Motion to accept changes and updates to Public Participation for Board Meetings Policy by Ellen Dellostritto, seconded by Meg Vanek, approved unanimously.
<i>DISCUSSION ITEMS</i>		
Strategic Plan - Vision Statement	Lisa reported that the committee is finalizing the wording of the vision statement of the strategic plan. Board members discussed and agreed to an honorarium for Melina Carnicelli who helped with this process.	
2021 DLD Grant	Lisa is finalizing numbers for fire alarm system, lighting, asbestos removal to finish West Lobby Project application.	

The meeting was adjourned at 5:30 pm

Next Regular Board of Trustees Meeting: August 24, 2021 at 4:00 pm in person at the Library

Respectfully submitted,

Russ Harkins, Secretary