

**Seymour Public Library District  
Board of Trustees Meeting  
January 22, 2019**

**DRAFT**

Present: Lisa Carr, Kathleen Carnes, Ellen DelloStritto, Nancy Karpinski, Ginny Kent, Patricia Messina, Dawn Taylor, Michael Trapani, Joan Smrtic (scribe)

Excused: Jim Hanley, Larry Liberatore, Joe Runkle

The meeting was called to order at 5:30 PM.

Agenda Item	Discussion	Action Taken/Next Steps
<b>CONSENT AGENDA</b>		
*Minutes of 11/27/18 Meeting *Director’s Report (Oct/Nov 2018, Dec 2018/ Jan 2019) * 2019 Employee Roster *2019 Board & Committee Meetings *Finance Committee meeting notes (11/19/18, 12/10/18, 1/14/19)	It was noted that the Board meeting scheduled for 12/11/18 was cancelled due to lack of a quorum. Personnel and Building Committee meeting notes were not available, so those items were pulled.	<b>Motion to approve the Consent Agenda as amended (Kent/Messina). Unanimous approval.</b>  Attached is a listing to date of 2019 monthly Board of Trustees meetings and Committee meetings.
<b>TRUSTEE EDUCATION</b>		
Director discussed reorganization and/or delegation of certain administrative tasks and responsibilities among administrative staff and provided a chart illustrating these changes. Adjustments optimize the skills and abilities of administrative staff and assist the Director and Assistant Director in administrative management. (This segment qualifies as 15 minutes of Trustee Training)		
<b>PUBLIC COMMENT</b> None		
<b>ACTION ITEMS</b>		
<b>Approve Financial Statements from October, November and December 2018</b>	Financial statements from October 2018 were not shared with Trustees prior to 11/27/18 meeting, so no action was taken at that meeting. There was no Board meeting in December. Financial statements for October, November and December 2018 have all been reviewed by the Finance Committee and found to be in order. All referenced Financial Statements have been made available to Trustees in advance of this meeting.	<b>Motion to approve the Financial Statements for October, November and December 2018 as submitted (DelloStritto/Karpinski). Unanimous approval.</b>
<b>Approve Claims from October, November and December 2018</b>	Due to the above circumstances, no action was taken on the referenced claims. The Finance Committee has reviewed all claims per procedure and recommends their approval.	<b>Motion to approve the Claims for October, November and December 2018 as submitted (DelloStritto/Karpinski). Unanimous approval.</b>
<b>Authorize payment in advance for utilities and postage</b>	At the Annual Meeting, it is standard procedure to authorize in advance payment for utilities and postage.	<b>Motion to authorize payment in advance for utilities and postage (Kent/DelloStritto). Unanimous approval.</b>
<b>Authorize 2019 COLAS</b>	COLAs for 2019 have been reviewed by the Personnel and Finance Committees. Funds to cover COLA increases have been included in the 2019 budget and are generally set at 2%, with a few exceptions due to longevity and/or special circumstances.	<b>Motion to adopt payment of COLAS to staff for 2019, per chart prepared by Director (DelloStritto/Messina). Unanimous approval.</b>

Agenda Item	Discussion	Action Taken/Next Steps
<b>ACTION ITEMS (continued)</b>		
<b>Annual Meeting</b>	<p>*Election of Officers: The following slate of officers was nominated: Pat Messina, President; Ellen DelloStritto, Vice President; Michael Trapani, Treasurer. The position of Secretary remains unfilled at this time.</p> <p>*Conflict of Interest Statements were completed and signed by all Trustees present. The signed statements will be maintained at the Library, and the Director will ensure that Trustees not present at tonight's meeting will complete and return their COI statements.</p> <p>*Patricia Messina is willing to continue representing the SPLD Board of Trustees on the Seymour Library Foundation Board.</p> <p>*The Board welcomed Dawn Taylor as the newly elected Trustee representing the portion of the Town of Fleming in the Auburn Enlarged City School District. Her term runs from January 2019 through December 2022.</p> <p>*The Board thanked Joan Smrtic for her years of service representing the referenced portion of the Town of Fleming from June 2012 through December 2018.</p>	<p><b>Motion to:</b></p> <p><b>*Nominate and elect the following Trustees to serve as officers of the SPLD Board of Trustees for 2019:</b>  <b>President Patricia Messina,</b>  <b>Vice President Ellen DelloStritto,</b>  <b>Treasurer Michael Trapani,</b>  <b>with the office of Secretary remaining unfilled at this time; and</b></p> <p><b>*Accept the Conflict of Interest statements completed and signed by the Trustees present, with the Director to follow up with absent Trustees to obtain their completed and signed Conflict of Interest statements (Kent/Karpinski). Unanimous approval.</b></p> <p><b>Motion to approve Patricia Messina as the SPLD Board of Trustees' representative on the Seymour Library Foundation Board (Kent/Karpinski). Unanimous approval.</b></p>
<b>UPDATES</b>		
<b>Friends of Seymour Library</b>	<p>*At their December 2018 meeting, the Friends donated \$1,000 to be used toward the Library District's year-end wish list item(s).</p> <p>*The Friends' Annual Meeting will be in April. The President's term will be ending.</p> <p>*The 2019 calendar fundraiser was successful.</p> <p>*The Friends will schedule another trivia night.</p>	
<b>Dunn Bequest</b>	<p>*The monies were officially transferred from the Foundation to the District on 12/31/18.</p>	<p>*The Director will be finalizing the job description for the Library District's Treasurer and will proceed toward hiring for this position.</p> <p>*The Finance Committee continues to discuss where and how to invest the funds.</p> <p>*Director will create and maintain a spreadsheet showing all activity relative to the bequest funds.</p>

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Taken/Next Steps</b>
<b><i>DISCUSSION ITEM</i></b>		
<b>Proposal to Seymour Library Foundation re: 2019 allocation</b>	Cancellation of December meeting postponed discussion by the full Board of this issue. The Board discussed the situation at length and crafted a proposal to be given to the Seymour Library Foundation.	<b>Pat Messina made a motion, seconded by Ginny Kent, to request the first two quarterly allocations for 2019 be paid by the Seymour Library Foundation to the Seymour Public Library District in order to give the Seymour Library Foundation Board and the Seymour Public Library District's Board of Trustees the time to develop a mutual agreement pertaining to annual allocations. This time would also allow the Seymour Public Library District's Board of Trustees and the Seymour Library Foundation Board to review Bell &amp; Spina's Building Condition Survey and Programmatic Assessment and for the Seymour Public Library District's Board of Trustees to develop a plan to move forward with a project or projects in the spirit of Mrs. Jeanne Dunn's bequest. Approval by all Trustees present, except Trustee Karpinski (abstention).</b>
<b>Library Legislative Day</b>	February 27 in Albany	Trustees wishing to attend should let the Director know.

The meeting was adjourned at 7:21 PM (Messina/Karpinski).

**Next Regular Board of Trustees Meeting: Tuesday, February 26, 2019 at 5:30 PM**

**SPLD BOARD OF TRUSTEES**  
**2019 Meeting Schedule**  
(As of 2/11/19)

**Monthly Meetings:** 4<sup>th</sup> Tuesdays at 5:30 (except 12/17 due to holiday)

February 26	August 27
March 26	September 24
April 23	October 22
May 28	November 26
June 25	December 17
July 23	

**Committee Meetings:**

**Finance:** Mondays at 4:30 the week prior to Board meeting (except 12/16 due to holiday)

February 18	July 15
March 18	August 19
April 15	September 16
May 7 (joint meeting with Personnel)	October 14
May 20	November 18
June 17	December 16

**Personnel:** Bi-monthly on Mondays at 3:15

March 12	September 10
May 7 (with Finance)	November 12
July 9	

**Policy:** Bi-monthly, on 1<sup>st</sup> Tuesday at 1:00 (except 4/9)

February 5	August 6
April 9	October 1
June 4	December 3

**Building:** TBD

**Board Resource:** TBD