Seymour Public Library District Board of Trustees Meeting

Date: February 25, 2020

Present: Russ Harkins, Joe Runkle, Larry Liberatore, Meg Vanek, Ginny Kent

Excused: Nancy Karpinski, Dawn Taylor, Ellen Dellostritto, Jim Hanley, Michael Trapani

Staff: Lisa Carr, Dixie Warner-Webert, Mary Lovell The meeting was called to order at 5:30 pm

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
Minutes 1/28/2020 meeting Treasurer's Report 2/2020		Consent Agenda was approved unanimously on a motion by Ginny Kent, seconded by Joe
Committee Reports • Building 2/10/2020 • Finance 2/16/2020		Runkle.
PUBLIC COMMENT		

TRUSTEE EDUCATION

Mary Lovell, Technology Librarian, was present to acquaint the Trustees with her position. She is responsible for the website, digital processes, Idea Lab, 3D printer, CriCut. She has written grants to acquire equipment including a green screen, and drawing tablet. She is getting policies and procedures ready for the use of the equipment for the summer programs; will be showcasing Creative Bug (online arts & crafts program) and patrons can use Ancestry.com at the library using the library's IP address.

Agenda Item	Discussion	Action Taken/Next Steps
Approve Financial Statements and Claims from January 2020		Motion by Ginny Kent to table approval of the Financial Statements for January 2020 until the March meeting due to new regulations regarding revenue vs. expense. Claims ok to approve. Joe Runkle seconded, motion approved unanimously.
2019 Annual Report to NYS	Report will be ready by April 2020	Motion by Larry Liberatore to approve the 2019 Annual Report to NYS, seconded by Joe Runkle, approved unanimously.
CD Renewal recommendation	6month CD coming due.	Motion by Joe Runkle to renew the CD with Generations Bank, seconded by Russ Harkins, approved unanimously.
DISCUSSION ITEMS		
Director's Report	Request going fine free in the Children's	Motion by Ginny Kent to eliminate all fines in
Fine FreeHR Consultant	Room on books. Already fine free on other items. Library fines collected have fallen from \$29,000 in 2003 to \$8,-9,000 last year. There are high levels of poverty throughout our district area and the fines present a barrier to the population that needs our services the most. Director will look at fine free for all	the Children's Room, Meg Vanek seconded, approved unanimously.
Update employee handbook	library materials for 2021.	
Personnel Files Audit	Current handbook obsolete; will send summary to Trustees with changes for March review.	
Janitorial Services	Caprice Reader has audited the library's personnel files and recommended changes.	

By -laws, First reading	The Director related that she retains one cleaner as an employee, outsources the rest. Not happy with outsourcing results; would like to bring cleaning back to in-house to control quality. Currently paying 21,000 per year to cleaning company; could hire two people. She will explore and come back with more information in March.	
Building Plans	Joe Runkle questioned term limits section, not clear, 3 terms ample (4 years per term). Discussion regarding Executive Committee structure. Page 6 clarification: Treasurer appointment - to conform with Civil Service rules eliminate "for one year term".	
	Larry Liberatore updated the Trustees on importance of fund development, hiring a professional consultant to survey community as to what capital can be raised, acquiring additional property for parking and ownership of the building. Meg Vanek suggested hiring a PR firm. Director concurred.	

The meeting was adjourned at 6:30 pm

Next Regular Board of Trustees Meeting: March 31, 2020 at 5:30 pm

Respectfully submitted,

Russ Harkins, Secretary