

Seymour Public Library District
Board of Trustees Meeting
Date: October 25, 2022

Trustees Present: Larry Liberatore, Russ Harkins, Lynda Deorio, Suzanne Bench, Clyde Howard, Ellen Dellostritto, Meg Vanek.

Trustees Excused: Joe Runkle, Nancy Karpinski

Staff Present: Lisa Carr, Dixie Warner-Webert, Dori Gottschalk-Fielding, Maureen McEvers

The meeting was called to order at 4:02 pm

Larry Liberatore asked that approval of the overall agenda be added in the future to accommodate changes.

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
Consent Agenda <ul style="list-style-type: none"> • Minutes September 27, 2022 meeting • October 2022 Grants Report • October 2022 Library Report • 3Q 2022 Social Media Report • Committee Reports <ul style="list-style-type: none"> ○ Board Governance 10/13/2022 ○ Finance 10/17/2022 		Motion by Clyde Howard to accept the Consent Agenda, seconded by Russ Harkins, approved unanimously.
PUBLIC COMMENT None		
UPDATES		
Friends of Seymour Library (Lynda DeOrio)	<ul style="list-style-type: none"> • The Friends bank balance stands at 11,697. • They are hosting a Local Authors Expo, 11/10/2022 from 6-9 pm, tickets are \$10.00. • They are planning a birthday celebration for the library building's 120th birthday in 2023. 	
Foundation	Nancy was unable to attend the meeting and asked Larry Liberatore to report: <ul style="list-style-type: none"> • The roof project is on schedule. • The Foundation Board passed the following resolution with a 5-1 vote: <i>"The Seymour Library Foundation's primary function is to act as the financial stewards of the endowment and encourages the District and Friends of the Library to raise funds and will not conduct fund raising or perform fund development for the Library District. It will accept funds, on behalf of the District, to invest them in the endowment and/or defray the cost of capital projects, such as the current roof replacement"</i>. • Nancy is convening a meeting with two Foundation Directors and two Trustees, along with Lisa, to discuss this and other issues. Larry and Lynda will attend. 	
Finger Lakes Library System	FLLS had their Annual Meeting via zoom. Russ Harkins, Meg Vanek and Lisa Carr attended.	
Important Dates <ul style="list-style-type: none"> • Trustee Election and Budget Referendum 10/28/22, 9am-7pm • Meetings: <ul style="list-style-type: none"> ○ Board Governance 11/10/22 at 3 pm ○ Finance 11/21/22 4:30pm ○ Board of Trustees 11/22/22 4pm 		
ACTION ITEMS		
Financial Statements September 2022		Motion by Lynda Deorio to accept the Financial Statements for September 2022, seconded by Ellen Dellostritto, approved unanimously.

Claims for September 2022		Motion by Ellen Dellostritto to accept the Claims for September 2022, seconded by Clyde Howard, approved unanimously.
Release \$4,349 from Board Designated Capital Reserve Account (added to Agenda)	For repairs outside of normal maintenance: boiler circulation pump, and west link roof repair.	Resolution by Larry Liberatore, seconded by Clyde Howard to transfer \$4,349 from the Board Designated Capital Reserve to operating to offset unexpected repairs, approved unanimously.
DISCUSSION ITEMS		
Dunn Bequest	\$640,000 left in account; West Lobby project higher than expected, closer to 1,000,000. Will need to use 450,000 from 640,000 leaving a balance of under 200,000 for the grant match for the next project (which includes fire alarm system replacement).	
Social Media Report (Maureen McEvers, Director of SPLD Communications/Marketing)	Maureen gave an overview on SPLD social media. The Library currently focuses on Facebook, Instagram, Google (search), and the website. Social media extends the library into the community, showcases behind the scenes workings, and allows the Library to stay active 24/7. Social media builds online relationships with the community and has helped solidify digital partnerships with the Seward House and the Cayuga Museum. Additionally, content is often re-shared by traditional news outlets as well as social media followers.	
POLICY REVIEW		
Lost and Found	New policy	Motion to accept the Lost and Found Policy as written by Lynda Deorio, seconded by Russ Harkins, approved unanimously.
Revisions to Patron Code of Conduct	Added procedure for unattended children. This policy replaces/supersedes Child Behavior and Safety	Motion by Clyde Howard to accept change to existing Patron Code of Conduct, seconded by Lynda Deorio, approved unanimously.

The meeting was adjourned at 5:10 pm

Next Regular Board of Trustees Meeting: November 22, 2022 4:00 pm

Respectfully submitted,

Russ Harkins, Secretary