

**Seymour Public Library District**

**Board of Trustees Meeting**

**Date: 12/27/2022**

Trustees Present: Russ Harkins, Clyde Howard, Ellen Dellostritto, Nancy Karpinski, Suzanne Bench, Meg Vanek, Lynda DeOrio

Trustees Excused: Larry Liberatore

Guests: Cindy Baney, trustee elect for Fleming, Debbie Daloia, trustee appointment for Sennett

Staff Present: Lisa Carr, Dixie Warner-Webert

The meeting was called to order at 4:00 pm

The Agenda was revised by Lisa Carr with two additional Discussion items: 2 provisional appointments for Library Associates and approval of wage scale change.

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Taken/Next Steps</b>
<b>Approval of Agenda</b>		
Lisa Carr asked to add two items to the agenda: <ul style="list-style-type: none"> <li>Approval of new job title and appointment into that title</li> <li>Approval of changes to wage scale</li> </ul>		<b>Motion to approve the revised Agenda by Ellen Dellostritto, seconded by Lynda Deorio, approved unanimously.</b>
<b>CONSENT AGENDA</b>		
Minutes 11/22/2022 meeting December 2022 Library Report December 2022 Social Media Report Committee Reports: Finance 12/21/2022		<b>Motion to accept the Consent Agenda by Meg Vanek, seconded by Lynda Deorio, approved unanimously.</b>
<b>PUBLIC COMMENT none</b>		
<b>UPDATES</b>		
<b>Friends of Seymour Library</b>	Lynda Deorio reported: Friends brochure being updated; membership drive being planned for 2023 (230 current members), more fundraisers are planned, made \$260 on pop-up sale.	
<b>Seymour Library Foundation</b>	Nancy Karpinski reported the Foundation will meet in January 2023.	
<b>Finger Lakes Library System</b>	Lisa Carr met with FLLS Director, Sarah Glogowski, on 12/19/22 to review staffing and budget questions. Sarah was impressed with the West Lobby and Family Space when she visited.	
<b>Important Dates:</b> <ul style="list-style-type: none"> <li>Board Governance 12/29/22 3pm</li> <li>Building Committee 1/12/23 5pm</li> <li>Finance 1/16/23 4:30 Board of Trustees 1/24/23 4pm</li> </ul>		
<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Taken/Next Steps</b>
<b>ACTION ITEMS</b>		
<b>December 2022 Financial Statements</b>	Lisa Carr noted a new line under Payroll and Related Expenses, #7818, breaks out wages and salary figures for positions funded by grants.	<b>Motion by Ellen Dellostritto to approve the December 2022 Financial Statements, seconded by Nancy Karpinski, approved unanimously.</b>
<b>December 2022 Claims</b>		<b>Motion by Lynda Deorio to approve the December 2022 Claims, seconded by Ellen Dellostritto, approved unanimously.</b>
<b>Appointment of new Trustee to represent Sennett</b>	To fill vacancy upon resignation of Joe Runkle	<b>Motion to appoint Debbie Deloia to fill Sennett representative vacancy, seconded by Meg Vanek. Approved unanimously. Debbie accepted the appointment.</b>
<b>Appointment of Finance Officer</b>		Tabled until January meeting,

<b>Approval of the addition of two competitive “Cataloging Assistant” positions with a wage scale of \$15.00 - \$21.50 per hour.</b>	The purpose of this new job title is to have the job description match the work done. The existing job title, Library Assistant, does not reflect the type of specialized tasks required in Technical Services.	<b>Motion by Nancy Karpinski to approve the new job title, Cataloging Assistant, seconded by Lynda Deorio, approved unanimously.</b>
<b>Provisional appointment of Cataloging Assistants</b>	This change is budget neutral. No changes to hourly wage or hours; just appointment to new job title.	<b>Motion by Nancy Karpinski to provisionally appoint Nancy Walsh and Rebecca Taylor to the Cataloging Assistant position at current rate of pay, seconded by Lynda Deorio, approved unanimously.</b>
<b>Approval of wage scale change</b>	<p>Minimum wage increased from \$13.20 to \$14.20 per hour by NYS law effective 12/31/2022. This change affects two job titles: cleaner and page. This anticipated increase is already in the 2023 budget.</p> <p>Lisa noted that the wage scale should have a major review in 2023. The last major review was in 2017.</p>	<b>Motion by Suzanne Bench to approve the wages scale change from 13.20 to 14.20, seconded by Clyde Howard, passed unanimously.</b>
<b>DISCUSSION ITEMS</b>		
<b>Strategic Planning</b>	Lisa Carr related that the Strategic Planning Committee has hired Heidi from Holts Consultants to guide the process. A survey to go out January 3-20, 2023	
<b>January 2023 meeting</b>	John Lemondes asked to attend the January 2023 Board meeting. Mr. Lemondes secured \$6,000 for Seymour Library _____	

The Board thanked Ellen Dellostritto for her 12 years of service to the Board of Trustees. Her term ended with this meeting.

The meeting adjourned at 5:20 pm

**Next Regular Board of Trustees Meeting: January 24, 2023 4:00 pm**

Respectfully submitted,

Russ Harkins, Secretary