

**Seymour Public Library District Board of Trustees Meeting**

**Date: November 23, 2021;** The meeting was called to order at 4:00 pm

**Trustees Present:** Suzanne Bench, Russ Harkins, Linda DeOrio, Meg Vanek, Larry Liberatore, Ginny Kent, Ellen DelloStritto, Nancy Karpinski.

**Excused:** Joe Runkle

**Staff Present:** Lisa Carr, Dixie Warner-Webert

**Guest:** Sarah Glogowski, Director Finger Lakes Library System (FLLS)

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Taken/Next Steps</b>
<b>CONSENT AGENDA</b>		
Minutes of 10/26/2021 meeting November 2021 Director's Report Committee Report --Finance 11/15/2021		Motion to accept Consent Agenda by Lynda DeOrio, seconded by Ellen DelloStritto, approved unanimously
<b>PUBLIC COMMENT none</b>		
<b>TRUSTEE EDUCATION</b>		
Sarah Glogowski, Director of the Finger Lakes Library System gave an overview of FLLS, how it functions, what services it provides its member libraries.		
<b>UPDATES</b>		
Lisa Carr related that Drew Urbanek has been permanently appointed as Librarian III through Cayuga County Civil Service.		
<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Taken/Next Steps</b>
<b>ACTION ITEMS</b>		
Financial Statements October 2021		Motion by Ellen DelloStritto to approve October 2021 Financial Statements, seconded by Russ Harkins, approved unanimously.
Claims for October 2021		Motion to approve Claims for October 2021 by Ellen Dellostritto, seconded by Ginny Kent, approved unanimously.
Authorization to provide an Employee Assistance Program (EAP) to employees	EAP has been reviewed by the Finance Committee, will cover mental health care, drug awareness training, etc.	Motion to accept EAP by Ellen Dellostritto, second by Larry Liberatore, approved unanimously.
Ginny Kent Resignation		Motion to accept resignation of Ginny Kent from the Seymour Public Library District Board of Trustees by Lynda DeOrio, seconded by Meg Vanek, approved unanimously.
2022 Closed Days	January 1 January 17 May 30 June 20 July 4 September 5 November 24 November 25 December 24 December 25 December 26 December 31	Motion to accept the days the library will be closed in 2022 by Lynda DeOrio, seconded by Ginny Kent, approved unanimously.
Friends MOU and Expenditure Guidelines		Motion to accept the Friends MOU and Expenditure Guidelines by Larry Liberatore,

		<b>seconded by Ellen DelloStritto, approved unanimously.</b>
<b>DISCUSSION ITEMS</b>		
<b>Foundation Update</b>	Nancy Karpinski reported that there are four architectural proposals for the roof work; Foundation is talking to banks regarding a loan.	
<b>Friends Update</b>	The Friends of Seymour Library will hold a holiday gathering at Willard Chapel on December 8, from 6:00 - 8:00 pm.	
<b>History Discovery Center Fees</b>	Lisa Carr reported that there is a need to monetize the research the staff in the History Discovery Center does for patrons and the public. Proposed is 45 minutes free, then a fee after that. Taxpayers and residents free? More discussion needed.	
<b>Policy Updates-first reading</b> * Revised Drug & Alcohol policy *Pest Management Policy *Financial Policies -claims auditing -EFT/ACH	Changes proposed: Adding a Floating Holiday for full time employees; employees accrue vacation time from date of hire; set up a vacation time bank for donation to fellow employees	
<b>Other</b> *December Meeting *Snow Plowing *Acknowledgement	December 12/28/2021 Staying with Ryco Ellen DelloStritto extended thanks to Dori for her efforts in obtaining grant money.	

The meeting adjourned at 5:33 pm

**Next Regular Board of Trustees Meeting: December 28, 2021 4:00 pm at the library.**

Respectfully submitted,

Russ Harkins, Secretary