

Seymour Public Library District Board of Trustees Meeting

Date: January 24, 2023

Trustees Present: Cindy Baney, Russ Harkins, Larry Liberatore, Suzanne Bench, Debbie Daloia,

Trustees Excused: Nancy Karpinski, Clyde Howard

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

The meeting was called to order at 4:00 pm

The Agenda was approved unanimously on a motion by Lynda Deorio, seconded by Debbie Daloia.

Agenda Item	Discussion	Action Taken/Next Steps
CONSENT AGENDA		
Minutes 12/27/2022 meeting January 2023 Library Report January 2023 Grants Report Committee Reports: Board Governance 12/29/22 & 1/12/2023 Building 1/12/2023 Finance 1/23/2023	Larry Liberatore asked that the Minutes of the December 27, 2022 meeting be pulled as he had not read them	Motion to remove the December 27, 2022 meeting minutes from the Consent Agenda by Russ Harkins, seconded by Suzanne Bench, approved unanimously. Motion by Lynda Deorio, seconded by Russ Harkins to approve the Consent Agenda, with one subtraction, approved with one abstention by Larry Liberatore.
PUBLIC COMMENT none		
TRUSTEE EDUCATION none		
UPDATES		
Friends of Seymour Library	Lynda Deorio reported that they have \$13,126.68 in their account. They have developed a new membership brochure, introducing new giving levels. Fundraising events for 2023 include the Lake Ave Yard Sale, the Local Author Expo and a Garden Tour. The Memorandum of Understanding between the Friends and the Library is ready to be signed and subsequently signed by Larry Liberatore at this meeting.	
Finger Lakes Library System	Lisa Carr reported that the FLLS annual report is due February 27, 2023.	
ACTION ITEMS		
Financial Statements 12/2022		Motion by Larry Liberatore, seconded by Suzanne Bench to approve the December 2022 Financial Statements. Approved unanimously.
Claims 12/2022		Motion by Larry Liberatore, seconded by Lynda Deorio to approve the Claims for December 2022. Approved unanimously.
Set annual fee for out of system card		Motion by Russ Harkins, seconded by Suzanne Bench to continue the annual fee for out of system card at current rate of \$60.
Policy Review: <ul style="list-style-type: none"> • Conflict of Interest policy and form • Employee handbook sections: <ul style="list-style-type: none"> ○ Whistleblower ○ Employee Assistance Program • Parking Lot • FOIL • Library Cards • Video Surveillance • Social Media 	Dori Gottschalk-Fielding suggested a modification to the Parking Lot policy to allow library patrons to park there to utilize the library's WiFi.	Motion by Debbie Daloia to accept all the policies listed in the agenda with the modification to the Parking Lot policy as suggested by staff member. Seconded by Lynda Deorio, approved unanimously.

Annual Meeting Election of Officers	Larry Liberatore- President Clyde Howard -Vice President Russ Harkins - Secretary & Interim Finance Officer	Motion by Larry Liberatore to accept the slate of officers as presented, seconded by Cindy Baney, approved unanimously
Conflict of Interest Policy and Ethics Statement	Lisa Carr passed out the Conflict of Interest form and Ethics Statement to Trustees present, which were signed and returned.	
DISCUSSION ITEMS		
Board Committees Review Audit Committee	<p>2017 NY Nonprofit Revitalization Act requires either an Audit committee (comprised of “independent Directors”) or the entire Board to oversee the “...accounting and financial reporting processes to retain a CPA to conduct the audit and oversee the audit...” Larry Liberatore, Debbie Daloia and Russ Harkins volunteered as Audit Committee members.</p> <p>Committee meeting times were reviewed and committee assignments added:</p> <ul style="list-style-type: none"> • Executive: Larry Liberatore (President), Clyde Howard as VP, Russ Harkins as interim Finance Officer and Lynda Deorio as additional Trustee. • Finance: Russ Harkins as interim Finance Office and Chair, Debbie Daloia as Trustee. • Board Governance: Cindy Baney as Trustee. 	
Strategic Plan Update	<p>The community survey closed on 1/20/23. Mary Carney is reviewing the data and will present to the strategic planning committee. Heidi Holtz will meet with 10 individuals for one-on-one confidential interview. The committee identified these stakeholders (patrons, board members, staff, community partners) and Lisa has emailed them, introducing Heidi who will schedule the interview times.</p> <p>Next step: identify two focus groups (one will be families) and schedule time with Heidi.</p>	

The meeting was adjourned at 5:00 pm

Next Regular Board of Trustees Meeting: One week earlier than usual, February 21, 2023

Respectfully submitted.

Russ Harkins, Secretary