Seymour Public Library District Board of Trustees Meeting
Date: November 22, 2022  The meeting was called to order at 4:00 pm
Trustees Present: Russ Harkins, Meg Vanek, Clyde Howard, Larry Liberatore, Ellen Dellostritto, Lynda Deorio, Suzanne Bench. Trustees Excused: Nancy Karpinski
Staff Present: Lisa Carr, Dixie Warner-Webert

The meeting agenda was approved unanimously with changes: addition to action items: use of a portion of capital reserve to pay deposit for snow removal and release of conditional grant advance, on a motion by Meg Vanek, seconded by Lynda Deorio.

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<tr>
<th>Agenda Item</th>
<th>Discussion</th>
<th>Action Taken/Next Steps</th>
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<tbody>
<tr>
<td><strong>CONSENT AGENDA</strong></td>
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<td>Minutes 10/25/2022 meeting</td>
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<td>Consent Agenda approved on a motion by Lynda Deorio, seconded by Clyde Howard, approved unanimously.</td>
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<td>November 2022 Library Report Committee Reports: Board Governance 11/10/22 Finance 11/12/22 Building Committee 11/16/22</td>
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<td><strong>UPDATES</strong></td>
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<td>Friends of Seymour Library</td>
<td>Lynda Deorio gave an update: bank balance stands at 12,995.97. Made 506 on the Book Sale. Local Author event garnered 50-60 people, made 300 dollars. There are 253 members.</td>
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<td>Seymour Library Foundation</td>
<td>Larry Liberatore reported that the meeting between District and Foundation representatives took place; both sides will continue to talk.</td>
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<td>Finger Lakes Library System</td>
<td>No news to report</td>
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<td>Building Committee Member</td>
<td>Andrew Roblee was appointed to Building Committee by Board consensus.</td>
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<td><strong>ACTION ITEMS</strong></td>
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<td>October 2022 Financial Statements</td>
<td>Ellen Dellostritto reported: have spent 85% of budget income, will probably go into deficit by end of year. Will start 2023 with a 49,000 deficit</td>
<td>Motion by Ellen Dellostritto to accept the October 2022 Financial Statements, seconded by Clyde Howard, approved unanimously.</td>
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<td>October 2022 Claims</td>
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<td>Motion by Ellen Dellostritto to accept the claims for October 2022, seconded by Suzanne Bench, approved unanimously.</td>
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<td>Resignation of Joe Runkle, Trustee for Sennett</td>
<td>Effective November 14, 2022</td>
<td>Motion by Meg Vanek to accept with regret, the resignation of Joe Runkle from the Board of Trustees of the Seymour Library District, seconded by Russ Harkins, approved unanimously.</td>
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<td>Appointment of new Trustee to represent Sennett</td>
<td>Clyde Howard nominated, he accepted.</td>
<td>Board Governance will nominate a candidate at a future meeting.</td>
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<td>Appointment of Trustee to Seymour Library Foundation Board</td>
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<td>Appointment of Clyde Howard to Seymour Library Foundation Board by consensus.</td>
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<td>Strategic Planning Committee</td>
<td>Russ Harkins reported: new Ad Hoc SP Committee members: Lisa Carr, Dori Gottchalk-Fielding, Drew Urbanek, Clyde Howard, Suzanne Bench.</td>
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<td>Capital Reserve Draw</td>
<td>Lisa Carr requested a $4000 draw from the Capital Reserve for a deposit on snow</td>
<td>Motion by Russ Harkins to draw 4000 from the capital reserve fund to pay deposit for snow</td>
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removal; Total contract amount 8000. Balance in Capital Reserve: 14,000. removal, seconded by Lynda Deorio, approved unanimously.

| Release of Conditional Advance | Lisa Carr reported that the West Lobby project is substantially completed and asked the Board to release the Conditional Grant Advance of $282,674, allowing the revenue to be recognized on the P&L. | Motion by Russ Harkins to release the conditional advance of 282,674, seconded by Ellen Dellostritto, approved unanimously. |

**DISCUSSION ITEMS**

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<th>Board Governance Update</th>
<th>Russ Harkins reported that an ad hoc Strategic Planning Committee has been formed, will have a consultant in place by spring.</th>
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**Policy Review:**

- **Disposal of Surplus Property**
  - Trustees must have training as per NYS law. Policy word change from Chair to President. Board President must be notified when a Trustee completes a training module. Motion by Clyde Howard to accept the Disposal of Surplus Property Policy, seconded by Lynda Deorio, approved unanimously.

- **Trustee Education**
  - Changes made to Bylaws: updates to address training, gender-neutral language, one vote per Trustee, removal of a Trustee, default resignation. Motion by Clyde Howard to accept the Trustee Education policy with word change from Chair to President, seconded by Suzanne Bench, approved unanimously.

- **SLPD Bylaws**
  - Motion by Lynda Deorio to add changes to the SLPD Bylaws, seconded by Meg Vanek, approved unanimously.

**Important Meeting Dates:**

- Board Governance 12/8/22 3pm
- Strategic Planning 12/14/22 1pm
- Finance 12/19/22 4:30 pm
- Board of Trustees 12/27/22 4pm

The meeting adjourned at 5:15 pm

**Next Regular Board of Trustees Meeting: December 27, 2022 4:00pm**

Respectfully submitted,

Russ Harkins, Secretary