

**Seymour Public Library District
Board of Trustees Meeting
Date: September 28, 2021**

Trustees Present: Ginny Kent, Lynda Deorio, Russ Harkins, Ellen Dellostritto, Nancy Karpinski

Trustees Excused: Larry Liberatore, Meg Vanek, Joe Runkle

Staff Present: Lisa Carr, Dixie Warner-Webert

The meeting was called to order at 4:00 pm in person at the library.

| Agenda Item | Discussion | Action Taken/Next Steps |
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| CONSENT AGENDA | | |
| Minutes of 8/24/2021 meeting Sept. 2021 Director's Report Committee Reports Finance 9/20/21 Building 9/16/21 Board Governance 9/9/21 | Correction to 9/24/21 Minutes: Lynda DeOrio will attend the FLLS Annual Meeting rather than Larry Liberatore. Lisa Carr reported that SPLD will be receiving more money for the West Lobby project than anticipated. | Motion to approve the Consent Agenda by Lynda DeOrio, seconded by Nancy Karpinski, approved unanimously. |
| PUBLIC COMMENT none | | |
| UPDATES | | |
| <ul style="list-style-type: none"> • Staff Development Day 9/30/21 • Library will be closed all day December 31, 2021, January 1 & 2, 2022, reopen January 3, 2022 • Election/Referendum Dates: <ul style="list-style-type: none"> ○ 10/5/21 public hearing | | |
| Agenda Item | Discussion | Action Taken/Next Steps |
| ACTION ITEMS | | |
| Approve August 2021 Financial Statements. | | Motion by Ginny Kent, seconded by Ellen Dellostritto to approve the August 2021 Financial Statements. Approved unanimously. |
| Approve August 2021 Claims | | Motion by Ellen Dellostritto, seconded by Ginny Kent to approve the August 2021 Claims. Approved unanimously. |
| FLLS Direct Access Plan | Required by NYS; covers patron borrowing, document has been updated. | Motion to approve the updated FLLS Direct Access Plan for Seymour Public Library District by Russ Harkins, Lynda Deorio seconded. Approved unanimously. |
| DISCUSSION ITEMS | | |
| Audit Bids | Lisa reported that RFPs were sent to eight accounting firms, four responded: Buffington and Hoatland, EFPR Group, Bonadio, and Insero. As all of them had various strengths, Lisa will do more research. | |
| Employee Handbook | Lisa updated the Employee handbook to remove reference to the number of paid holidays, leaving the language that states paid holidays are determined by the Board of Trustees annually. | |
| Foundation Update | Nancy Karpinski reported that the Foundation is committed to the roof project. There is an architect projected delay in bid production until Spring of 2022, with construction Fall of 2023. That's too far into the future; Foundation wants RFPs to other architects and is researching bank loans | |

The meeting adjourned at 5:00 pm

Next Regular Board of Trustees Meeting: Tuesday, October 26, 2021 at 4:00 pm at the Library

Respectfully submitted,

Russ Harkins, Secretary