

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

**Date: February 22, 2022** -- The meeting was called to order at 4:01 pm

Trustees Present: Russ Harkins, Larry Libertore, Meg Vanek, Lynda Deorio, Clyde Howard, Joe Runkle

Trustees Excused: Suzanne Bench, Nancy Karpinski, Ellen Dellostritto

Staff Present: Lisa Carr, Dixie Warner-Webert

Agenda Item	Discussion	Action Taken/Next Steps
<b>CONSENT AGENDA</b>		
<b>Minutes of 1/25/2022 meeting</b> <b>February 2022 Library Report</b> <b>Grants Report</b> <b>January 2022 Social Media Overview</b> <b>Provisional appointment of Mary Lovell to Librarian III; Leigh Romano to Librarian I</b> <b>Committee Reports:</b> <b>Finance 2/14/2022</b> <b>Board Governance 2/10/2022</b>	Changes to Agenda: under Discussion Items: Disposition of Surplus Property  Governance Committee review of by-laws regarding Finance Committee, Town Board presentations	<b>Motion to approve the Consent Agenda by Lynda Deorio with changes, seconded by Joe Runkle, approved unanimously.</b>
<b>PUBLIC COMMENT</b> none		
<b>UPDATES</b>		
Upcoming Meetings	<ul style="list-style-type: none"> <li>• <b>2021 Annual Report to due to FLLS 3/1/22</b></li> <li>• <b>Board Governance 3/10/22</b></li> <li>• <b>Building Committee -- rescheduled to 3/24/22</b></li> <li>• <b>Finance 3/21/22 at 4:30pm</b></li> <li>• <b>Board of Trustees 3/22/22 4pm</b></li> </ul>	
Agenda Item	Discussion	Action Taken/Next Steps
<b>ACTION ITEMS</b>		
<b>Conflict of Interest Statements</b>	Lisa Carr distributed copies of the library's Conflict of Interest statements to those Trustees present and will email copies to those Trustees not physically present. Trustees will need to complete and return	
<b>Finance</b> <b>January 2022 Statements</b>  <b>January 2022 Claims</b>		<b>Motion by Joe Runkle to accept the January 2022 Financial Statements, seconded by Clyde Howard, approved unanimously.</b>  <b>Motion by Joe Runkle to accept the January 2022 Claims, seconded by Lynda Deorio, approved unanimously.</b>
<b>Patron Safety Policy</b>		<b>Motion by Meg Vanek to continue mask wearing for the next couple of weeks, seconded by Russ Harkins, approved unanimously.</b>
<b>Contract Award for West Lobby Construction-Budget/Grant Match</b>		<b>Motion by Larry Libertore to direct the architect to issue notice to proceed to the low bidders, to include deduct change orders Lynda Deorio seconded, approved unanimously.</b>
<b>Annual Report to NYS</b>	Lisa Carr reported the report will be finished Wednesday, 2/23/2022.	<b>Motion by Larry Libertore to vote on the report electronically, seconded by Meg Vanek, approved unanimously.</b>

<b>DISCUSSION ITEMS</b>	
<b>Strategic Planning Committee</b>	Lynda Deorio reported that committee is moving forward, will review the current strategic plan with the goal of updating with Governance Committee.
<b>Disposition of Surplus Property</b>	Lisa Carr reported the library rents two storage units filled with excess furniture, pieces of fireplace mantel, etc .plus items currently stored in the attic. Trustees suggested conducting an inventory and present to the Board with a plan to dispose of the contents of the rental units and attic.
<b>Governance Committee</b>	Russ Harkins reported the Bylaws require the Finance Committee to have 2 Board members plus the Finance officer, currently having only one Board member.  Suggested that Town Boards should be informed of what the library does, what programs it conducts, etc. A brief presentation to them would be of value. Trustees thought it was a good idea.

The meeting was adjourned at 5:13 pm

**Next Regular Board of Trustees Meeting: March 22, 2022 at 4:00 pm**

Respectfully submitted,

Russ Harkins, Secretary