

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

**Date: March 22, 2022;** The meeting was called to order at 4:00 pm by Ellen Dellostritto.

Trustees Present: Ellen Dellostritto, Russ Harkins, Suzanne Bench, Lynda Deorio, Clyde Howard, Joe Runkle

Trustees Excused: Larry Liberatore, Nancy Karpinski, Meg Vanek

Staff Present: Lisa Carr, Dixie Warner-Webert

Agenda Item	Discussion	Action Taken/Next Steps
<b>CONSENT AGENDA</b>		
<b>Minutes 2/22/22 Meeting</b> <b>March 2022 Library Report</b> <b>March Grants Report</b> <b>Feb. 2022 Social Media Review</b> <b>Committee Reports:</b> <b>Board Governance 3/10/2022</b>		<b>Motion by Joe Runkle to accept the Consent Agenda, seconded by Clyde Howard, approved unanimously</b>
<b>PUBLIC COMMENT None</b>		
<b>UPDATES</b>		
<b>Upcoming meetings:</b> <ul style="list-style-type: none"> <li>• <b>Building Committee 3/31/22 5pm</b></li> <li>• <b>Board Governance 4/14/22 3pm</b></li> <li>• <b>Finance 4/18/22 4:30 pm</b></li> <li>• <b>Board of Trustees 4/26/22 4 pm</b></li> </ul>		
Agenda Item	Discussion	Action Taken/Next Steps
<b>ACTION ITEMS</b>		
<b>Finance committee minutes</b>	As the Finance Committee met the day before the Board meeting, the minutes were not included in the Consent Agenda. Lisa provided minutes of the Finance Committee meeting during the Board meeting for review and approval.	<b>Motion by Clyde Howard to amend the minutes of the Finance Committee meeting of 3/21/22 to correct Michael Trapani's name which was misspelled, seconded by Suzanne Bench, approved unanimously</b>
<b>Financial Statements Feb. 2022</b>		<b>Motion by Joe Runkle to accept the Financial statements for February 2022, seconded by Clyde Howard, approved unanimously.</b>
<b>Claims Feb. 2022</b>		<b>Motion by Joe Runkle to accept the Claims for February 2022, seconded by Lynda Deorio, approved unanimously.</b>
<b>Construction Budget</b>	Because there are 3 separate contracts: (electrical, mechanical, general), it has been recommended to have a Construction Manager/Owner's Representative. Beardsley provides this service on an hourly rate/not to exceed monthly price which is a good solution for a job this small. Beardsley submitted a proposal to provide Owner's Representative services during the West Lobby project.	<b>Motion by Lynda Deorio to accept Beardsley proposal to provide owner's rep services for the West Lobby project, seconded by Suzanne Bench, approved unanimously.</b>

<b>Grant Match</b>	West Lobby project bids are over budget, working to lower expenses via change orders, no firm figures yet.	<b>Tabled until change orders are finalized.</b>
<b>DISCUSSION ITEMS</b>		
<b>Board Liaison to Friends</b>	Lynda Deorio volunteered to be the Board liaison to the Friends of the Library.	<b>Motion by Russ Harkins to appoint Lynda Deorio as Board liaison to the Friends, seconded by Clyde Howard, approved unanimously.</b>
<b>Policies</b> <b>Patron Privacy Policy</b>	After discussion of both policies, the Board agreed to waive the first reading and approve both policies.	<b>Motion by Suzanne Bench to accept the Patron Privacy Policy, seconded by Ellen Dellostritto, approved unanimously.</b>
<b>Collections Management Policy</b>		<b>Motion by Clyde Howard to accept the Collections Management Policy, seconded by Lynda Deorio, approved unanimously.</b>
<b>Strategic Planning Committee</b>	Question: do we need a committee to drive this? Consensus was yes. Lynda Deorio, Russ Harkins will take on as part of Governance Committee	
<b>Disposal or sale of Surplus Items (first reading)</b>	Will review at April 2022 meeting	

The meeting was adjourned at 4:58 pm on a motion by Ellen Dellostritto, seconded by Clyde Howard, passed unanimously.

**Next Regular Board of Trustees Meeting: April 26, 4:00 pm**

***Respectfully submitted,***

***Russ Harkins, Secretary***