

Seymour Public Library District Board of Trustees Meeting

Date: December 28, 2021

Trustees Present: Larry Liberatore, Joe Runkle, Lynda DeOrio, Ellen DelloStritto, Meg Vanek, Suzanne Bench, Ginny Kent, Russ Harkins, Nancy Karpinski.

Staff Present: Lisa Carr, Dixie Warner-Webert

Guest: Clyde Howard

The meeting was called to order at 4:00 pm as a hybrid in-person/zoom meeting

Agenda Item	Discussion	Action Taken/Next Steps
Welcome	Welcome to Clyde Howard who is considering filling Ginny Kent's term	
CONSENT AGENDA		
Minutes of 11/23/2021 meeting December 2021 Director's Report November 2021 Social Media December 2021 Grants Report Seymour Library Foundation Update 12/2021 Cayuga County Libraries 12/2021 Committee Reports Finance 12/20/2021 Building Committee 11/16/21 Board Governance 11/30/2021	Ellen Dellostritto thanked staff person Dori for her successful grant writing efforts.	Motion by Lynda DeOrio, seconded by Meg Vanek to approve the Consent Agenda, approved unanimously.
PUBLIC COMMENT None		
ACTION ITEMS		
November 2021 Financial Statements		Motion to approve Nov. 2021 Financial Statements by Joe Runkle, seconded by Ellen Dellostritto, approved unanimously.
November 2021 Claims		Motion to approve Nov. 2021 Claims by Joe Runkle, seconded by Ginny Kent, approved unanimously.
Recommendation from Finance Committee	Lisa Carr related that we have spent the grant and match monies for the Children's Room/Family Space with an overage of 130,000. The Finance Committee recommends taking 130,000 from the Dunn money to cover the overage.	Motion by Joe Runkle to approve transferring 130,000 of the Dunn money to cover construction overage of the Children's Room/Family Space, seconded by Lynda DeOrio, approved unanimously.
Fees for History Discovery Center Services	Proposal: charge fees for research/copies for patrons outside of the library tax district.	Motion to approve History Discovery Center Services fee schedule by Ginny Kent, seconded by Nancy Karpinski, approved unanimously.
Policies Reviewed	Drug and Alcohol Policy:-second reading, to be added to the Employee Handbook.	Motion to accept the Drug and Alcohol Policy by Nancy Karpinski, seconded by Ellen Dellostritto, approved unanimously.
	Pest Management Policy - seconded reading	Motion by Lynda DeOrio to accept the Pest Management Policy, seconded by Larry Liberatore, approved unanimously.
	Claims Auditing Policy - second reading - has been reviewed by the Finance Committee with no changes.	Motion to accept Claims Auditing Policy by Ellen Dellostritto, seconded by Joe Runkle, approved unanimously.

	EFT/ACH Policy - second reading- reviewed by Finance Committee; added pre-approved limit.	Motion to accept EFT/ACH Policy by Joe Runkle, seconded by Lynda DeOrio, approved unanimously.
DISCUSSION ITEMS		
COVID/changes to levels of service	<p>Lisa Carr related that there is no guidance from NYS regarding when/if organization should close. Lisa met with department heads and developed internal/external triggers to change the level of service:</p> <p>External: If the school district goes remote</p> <p>Internal: if 2+ staff test positive, then go to curbside service and lobby access only.</p>	
Board Committees	<p>Russ Harkins reported that the Board Governance Committee will meet the second Thursday of each month.</p> <p>Larry Liberatore asked for more members on the Building Committee: Suzanne Bench volunteered.</p> <p>New Committee: Larry Liberatore reported on the formation of the Building Plan Committee, separate from the Building Committee. This committee will review the plans from Bell and Spina with a view to implementation, next steps and schedule. Also look at fund development. First meeting will be in January.</p>	
Policies: First Reading	Code of Ethics - first reading. Russ Harkins reported this policy has been developed and reflects the ethics of the Board. Will be looking at the wording regarding confidentiality.	
Other	Clyde Howard affirmed that he would fill Ginny Kent's term of service on the Board	Motion by Ginny Kent to appoint Clyde Howard to fill the balance of Ginny's term on the Board as a representative of Auburn, seconded by Russ Harkins, approved unanimously.

The meeting was adjourned at 5:14 pm

Next Regular Board of Trustees Meeting: January 25 at 4:00 pm

Respectfully submitted,

Russ Harkins, Secretary