

**Seymour Public Library District**

**Board of Trustees Meeting**

**Date: August 22, 2023**

Trustees Present: Clyde Howard, Debbie Daloia, Meg Vanek, Nancy Karpinski, Lynda DeOrio

Trustees Excused: Cindy Baney, Larry Liberatore, Susanne Bench

Staff Present: Lisa Carr, Doris Gottschalk Fielding, Dixie Warner-Webert

The meeting was called to order at 4:01 pm by Vice President Clyde Howard

The Agenda was approved unanimously on a motion by Meg Vanek, seconded by Debbie Daloia

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Taken/Next Steps</b>
<b>CONSENT AGENDA</b>		
Minutes of the July 25,2023 SPLD meeting August 2023 Library Report August 2023 Grant Report Committee Reports --Board Governance 8/10/23 --Finance 8/14/23		Motion to accept the Consent Agenda by Lynda DeOrio, seconded by Meg Vanek, approved unanimously.
<b>PUBLIC COMMENT none</b>		
<b>UPDATES</b>		
Lynda Deorio reported that the Friends made \$360 at the Owasco Market  Local Author Expo, Oct. 14, at Sacred Heart 11:00-3:00		
<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Taken/Next Steps</b>
<b>ACTION ITEMS</b>		
July 2023 Financial Statements		Motion to accept July 2023 Financial Statements by Lynda DeOrio, seconded by Debbie Daloia, approved unanimously.
July 2023 Claims		Motion to accept July 2023 Claims by Debbie Daloia seconded by Lynda DeOrio, approved unanimously.
Release \$11,000.06 from #3110 Board designated restriction in anticipation of pension invoice for 2024.	The 2023 Operating Budget included \$36,000 for the 2024 pension expense to be paid in December each year. The projected invoice the Library received in July anticipates the bill (which will be sent in October) will be \$54,000. Lisa and Melanie recommended using the remaining amount in the board-designated fund to help cover the shortfall.	Motion to release \$11,000.06 from Board restriction to help pay for 2024 pension invoice by Nancy Karpinski, seconded by Meg Vanek, approved unanimously.
Approval of creation of Library Director III position.	The Cayuga County Civil Commission approved the creation of a Library Director III position based on the New Position Duties Statement submitted earlier this year.	Motion to approve creation of position of Library Director III by Lynda DeOrio, seconded by Meg Vanek, approved unanimously.
Recommendation to provisionally appoint Lisa Carr to the position of Library Director III.	The Board wants to retain the job title of Library Director II to have more flexibility should a vacancy occur.	Motion to approve Lisa Carr as temporary Library Director III by Debbie Daloia seconded by Meg Vanek, approved unanimously.

<b>DISCUSSION ITEMS</b>	
<b>Library Director Evaluation</b>	Clyde Howard reported: Evaluation period will be from March to March, needs to be more formal, everyone on the Board should have input, plus senior staff, the evaluation should be written by Executive Committee and approved by Board. This year Russ Harkins and Larry Liberatore should be involved.
<b>Board Retreat</b>	Thursday, September 7, 2023 9:00 am - 12:30 pm at the carriage house of 50 South Street. Parking is available at Brew Funeral Home.
<b>New Business</b>	<ul style="list-style-type: none"> <li>• One of our Library Associates will be leaving at the end of September. The position will not be filled.</li> <li>• Two persons are interested in open Board position.</li> </ul>
<b>Upcoming meetings</b>	9/07/23 Board Retreat 9/09/23 Trustee information session 9/14/23 Building Committee 9am 9/14/23 Board Governance 3pm 9/18/23 Finance 4:30 pm 9/19/23 Trustee Petitions due by 5pm 9/26/23 Board of Trustee 4pm 10/4/23 Public hearing on proposed budget 5pm -7pm

The meeting was adjourned at 4:30pm on a motion by Lynda DeOrio, seconded by Meg Vanek, approved unanimously.

**Next Regular Board of Trustees Meeting: 9/26/2023 4:00 pm**

***Respectfully submitted,***

***Meg Vanek, Secretary***