

Seymour Public Library District
Board of Trustees Meeting
Date: September 26, 2023

Trustees Present: Cindy Baney, Lynda DeOrio, Meg Vanek, Larry Liberatore, Clyde Howard, Debbie Daloia, Susanne Bench, Mike McCole, Nancy Karpinski.

Trustees Excused: None

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

Agenda Item	Discussion	Action Taken/Next Steps
Welcome & Call to Order		President Larry Liberatore called the meeting to order at 4:00 pm
Appointment of Sennett trustee	Appointment of a trustee to complete the term left vacant when Russ Harkins resigned in July 2023.	Clyde Howard made a motion to appoint Michael McCole, 4 N Hunter Ave, to the Board of Trustees, representing the town of Sennett for the remainder of 2023. Meg Vanek seconded. Approved unanimously.
Adoption of Agenda	Lisa Carr requested addition of items under New Business: Election updates, policy changes, 990	Clyde Howard made a motion to accept the agenda, with additions. Meg Vanek seconded. Approved unanimously.
Approval of Consent Agenda	Consent Agenda includes: <ul style="list-style-type: none"> • Minutes of the August 22, 2023 meeting • September 2023 Library Report • Committee reports <ul style="list-style-type: none"> ○ Board Governance 9/12/23 ○ Finance 9/18/23 ○ Building 9/14/23 	The Consent Agenda was approved unanimously on a motion by Meg Vanek, seconded by Clyde Howard.
PUBLIC COMMENT none		
UPDATES		
Friends of Seymour Library	Lynda DeOrio reported that the Friends bank balance stands at 28,328.46. Local Author Expo Saturday October 14. She suggested a letter to the editor from Trustees to thank Friends. Surplus furniture sale Friday, October 6 from 4:00 - 7:00 pm. The Seymour Library Foundation directed the proceeds of the sale to the Friends.	
Upcoming meetings	<ul style="list-style-type: none"> • Public hearing on proposed 2024 budget 10/4/23 5pm • Board Governance 10/17/23 3pm • Finance 10/16/23 4:30 pm • Board of Trustees 10/25/23 4pm • Budget Referendum & Trustee Election, 10/25/23 	
ACTION ITEMS		
2023 August Financial Statements		August 2023 Financial Statements were approved unanimously on a motion by Lynda DeOrio, seconded by Debbie Daloia.
2023 August Claims	The claims were audited by Molly Lalonde who found no issues/problems/concerns.	August 2023 Claims were approved unanimously on a motion by Susanne Bench, seconded by Nancy Karpinski.
Resolution to establish NYS Local Retirement Standard Work Day	New civil service job titles have been added to the Library but the standard work day has not been updated. This resolution updates the retirement system standard work day to include those titles.	Motion to approve said Resolution by Meg Vanek seconded by Cindy Baney, approved unanimously (attached)
Proposed 2024 budget, revisions	Lisa revised the proposed 2024 budget to adjust higher pension costs. She offset the increase by cutting from expenses.	Motion to accept proposed 2024 operating budget with revisions (\$1,023,170), by Clyde

		Howard, seconded by Susanne Bench, approved unanimously.
Snow Removal Contract	Building Committee after review of lump sum versus per snowfall recommended lump sum bid by RYCOE of 10, 250. This includes sidewalk snow removal.	Motion by Debbie Daloia, seconded by Clyde Howard, to accept contract from RYCOE for snow removal for the upcoming season for \$10,250, approved unanimously.
DISCUSSION ITEMS		
Strategic Plan	The Board discussed the plan summary as presented during the Board Retreat on 9/7/23. Lisa shared the detailed tactics associated with strategies assigned to the Board to champion. Trustees decided the Board Governance committee would coordinate actions for these items moving forward.	Motion to accept Strategic Plan Summary by Meg Vanek, seconded by Lynda DeOrio, approved unanimously.
Library Director Evaluation policy	Clyde Howard and Lynda DeOrio working on evaluation forms for Board; will transmit from Board Governance to Board next month.	
New Business		
Election Update	<ul style="list-style-type: none"> • Require approval to pay 2 election inspectors • Election for new Trustees October 25, 2023 • Absentee ballots will be available. • Public hearing on budget October 4, 2023 5-7pm 	Motion to pay election inspectors (2) \$125 each by Meg Vanek, seconded by Susanne Bench, approved unanimously.
Guest Consultant	Dr. Bright will attend the October Board meeting via zoom to evaluate DEIA status.	
Public Policies	Lisa Carr explained the need to amend Code of Conduct Policy and Public Participation Policy regarding appeal process. Lisa will make proposed changes and bring to Board Governance for review.	
990	Not ready yet, request for extension filed.	

The meeting adjourned at 5:05 pm

Next Regular Board of Trustees Meeting: Wednesday, October 25, 2023 4:00pm

**Respectfully Submitted,
Meg Vanek, Secretary**