

Seymour Public Library District

Board of Trustees Meeting

Date: November 28, 2023 4:00 pm

Trustees Present: Cindy Baney, Debbie Daloia, Mike McCole, Lynda DeOrio, Clyde Howard, Larry Liberatore

Trustees Excused: Meg Vanek, Susanne Bench, Nancy Karpinski

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

Guest: Bill Foster, newly elected trustee for Owasco

Agenda Item	Description	Discussion	Action Taken/Next Steps
1	Welcome & Call to Order		
2	Adoption of Agenda		Agenda adopted and approved unanimously on a motion by Debbie Daloia seconded by Clyde Howard.
3	Public Comment- none		
4	Approval of Consent Agenda	<p>Consent Agenda includes:</p> <ul style="list-style-type: none"> ● Minutes of the 10/25/2023 Board of Trustees meeting ● Minutes of Special Meeting of Board of Trustees 11/9/2023 ● October 2023 Library Report ● Grant Report 11/28/2023 ● Committee reports <ul style="list-style-type: none"> Board Governance 11/9/2023 Finance 11/20/202 Building 11/9/2023 	Consent Agenda approved unanimously on a motion by Lynda DeOrio, seconded by Mike McCole.
Action Items			
5a(i)	October 2023 Financial Statements		October 2023 Financial Statements were approved unanimously on a motion by Clyde Howard, seconded by Lynda Deorio.
5a(ii)	October 2023 Claims		October 2023 Claims were unanimously approved on a motion by Debbie Daloia, seconded by Cindy Baney
5a(iii)	Dunn Bequest	Balance of 260,000 includes 67,000 match for north lobby.	
5a(iv)	Set paid holidays 2024	In addition traditional paid holidays, Lisa Carr proposes Monday 12/23 as a paid holiday	Motion to add 12/23/24 as a paid holiday by Lynda DeOrio, seconded by Debbie Daloia, approved unanimously
5b	Personnel: permanent appointment of Cataloging Assistant	Nancy Walsh was provisionally appointed to the position, pending outcome of state civil service exam results.	Motion to permanently appoint Nancy Walsh as Cataloging Assistant by Clyde Howard, seconded by Cindy Baney, approved unanimously
5c(i)	Policy 701 Patron Code of Conduct	Clarified language on how patrons may appeal being banned from the library.	Motion accept Policy 701 Patron Code of Conduct by Mike McCole, seconded by Lynda DeOrio, approved unanimously.

5c(ii)	Policy 704 Public Participation	Changed time limit for public comment from a total of 15 minutes to 3 minutes per person; added language about being respectful, changed language to allow library cardholders and residents of the tax district to comment.	Motion by Debbie Daloia, seconded by Clyde Howard to accept Policy 704 Public Participation, approved unanimously.
5c(iii)	Employee Handbook-Section VI Paid time off	<ul style="list-style-type: none"> • Section A: Holidays - Extend floating holiday to part-time employees • Section C: Vacation Leave-Eligibility – change policy to have both full-time and part-time employees begin accruing vacation time after completing 90 probationary period and change accrual from pay period to the first of each month. • Section C: Vacation Leave-Accumulation -- allow employees to carry over 5 vacation days (current carry over is 2 days) into the next year to be used by March 1. • Section D: Sick Leave-Amount & Usage: change minimum increment of leave to 1 hour 	Motion by Clyde Howard to accept changes to the Employee Handbook re: paid time off, seconded by Lynda DeOrio, approved unanimously.
Discussion Items			
6a	Officer Nominations for Annual Meeting January 2024	President: Clyde Howard Vice President: Lynda DeOrio Secretary: Cindy Baney Finance Officer: Debbie Daloia	
Updates			
8a	Friends of Seymour Library	Lynda DeOrio reported Friends bank balance: 33,832.91 Friends Holiday Party: Dec.7, 6:00 pm	
8b	Finger Lakes Library System	Lisa Carr reported FLLS has two vacancies: Business Manager and Network Administrator.	
Upcoming Meetings			
9	Board Governance 12/14/23 3:00 pm Finance 12/18/23 4:30 pm Board of Trustees 12/19/23 3:30 pm		
10	The meeting adjourned at 4:55 pm		

Next Regular Board of Trustees Meeting will be December 19, 2023 at 3:30 pm

Respectfully Submitted,
Meg Vanek, Secretary