

Seymour Public Library District Board Meeting Agenda  
November 28, 2023 at 4:00 p.m. at Seymour Library  
176-178 Genesee St, Auburn, NY

*Connect. Engage. Inspire.*

*Seymour Library inspires a love of reading, learning, and discovery through individual growth and community connections in an engaging and welcoming environment.*

The Board of Trustees welcomes residents/cardholders in the library tax district to Seymour Library. There is time reserved at the beginning of each Board meeting for the public to be heard. When the Board President recognizes you, please stand and state your name and address for the record. The Board of Trustees is pleased to hear relevant comments that pertain to Library business, however a 3-minute limit is set by the Board to allow for all of the meeting's business to be conducted.

1. Call to Order
2. Adoption of Agenda
3. Public Comment
4. Approval of Consent Agenda
  - a. Minutes of SPLD Board of Trustee meeting held on October 25, 2023
  - b. Minutes of special meeting of the Board of Trustees held on November 9, 2023
  - c. October 2023 Library Report
  - d. Committee Reports
    - i. Board Governance (November 9, 2023)
    - ii. Finance (November 20, 2023)
    - iii. Building (November 9, 2023)
  - e. Grant Report 11 28 2023
5. Action Items
  - a. Finance
    - i. Review October Financial Statements
    - ii. Review October Claims
    - iii. Review Dunn Bequest
    - iv. Set paid holidays for 2024
  - b. Personnel: Permanent appointment of Cataloging Assistant
  - c. Policy Review
    - i. Policy 701 Patron Code of Conduct
    - ii. Policy 704 Public Participation
    - iii. Employee Handbook: Section VI Paid Time Off
      1. Section A: Holidays - Extend floating holiday to part-time employees
      2. 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.
      3. 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.
      4. Section D: Sick Leave-Amount & Usage: change minimum increment of leave to 1 hour

6. Discussion Items
  - a. Officer nominations for Annual Meeting (to be held in January 2024)
7. New Business
8. Updates
  - a. Friends of Seymour Library (Lynda)
  - b. Finger Lakes Library System
9. Upcoming meetings
  - a. Board Governance, 12/14/23 at 3:00 pm
  - b. Finance, 12/18/23 at 4:30 pm
  - c. Board of Trustees, 12/19/23 at 3:30 pm
10. Adjourn

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