

Seymour Public Library District

Board of Trustees Meeting

Date: October 25, 2023

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

Trustees Excused: Larry Liberatore

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

Guest: Dr. Kiwana Bright- via zoom

Agenda Item	Agenda Description	Discussion	Action Taken/Next Steps
1	Call to order	The meeting was called to order at 4:00 pm by Vice President Clyde Howard.	
2	Adoption of Agenda	The agenda was amended to updates on the Seymour Library Foundation (Clyde) and the 2022 Library District Audit (Lisa). Agenda was adopted unanimously with additions on a motion by Lynda DeOrio, seconded by Cindy Baney.	
3	Public Comment	none	
4	Trustee Education	Dr. Kawanna Bright, Professor of Library Science and guest consultant, gave an overview of the library's DEIA statement. Through grant funding from SCRLC, she is assisting the Board with DEIA efforts. This first meeting focused on DEIA statements. Discussion ensued regarding access and focus. She will pull examples we can use. In January, Dr. Bright will meet with the Board to review the strategic plan with a DEIA lens	
5	Approval of Consent Agenda	<ol style="list-style-type: none"> <li>1. Minutes of the September 26, 2023 meeting</li> <li>2. September 2023 Library Report</li> <li>3. Q3 2023 Grants Report</li> <li>4. Committee reports               <ol style="list-style-type: none"> <li>a. Board Governance 10/17/23</li> <li>b. Finance 10/16/23</li> </ol> </li> </ol>	Consent Agenda was approved unanimously on a motion by Susanne Bench, seconded by Nancy Karpinski
6a	September 2023 Financial Statements	Debbie Daloia reviewed financial statements and claims. State money higher than expected, awaiting audit invoice. The Finance Committee suggested creating an investment subcommittee to earn more interest on invested funds.	Motion to accept Financial Statements by Lynda DeOrio, seconded by Meg Vanek, approved unanimously.
6b	September 2023 Claims		Motion to accept Claims by Cindy Baney, seconded by Meg Vanek, approved unanimously.
7a(i)	104 Library Director Succession Plan		Motion to accept the Library Director Succession Plan as presented by Lynda DeOrio, seconded by Debbie Daloia, approved unanimously
7a(ii)	704 Public Participation Policy	Lisa will make changes as suggested such as on each agenda rules spelled out, sign-in, ID info, address.	Motion to table vote on 704 Public Participation Policy by Meg Vanek, seconded by Mike McCole, approved unanimously.
7a(iii)	901 Library Director Evaluation Policy	The policy states the cycle for evaluation is March through	Motion to accept the 901 Library Director Evaluation Policy by

		February. Larry will meet with Lisa to complete the 2023 year, with the new policy going into effect in March.	Lynda DeOrio, seconded by Cindy Baney, approved unanimously.
7b	Strategic Plan	Reports on progress on the strategic plan will be included as an agenda item quarterly.	
7c	Trustees Meeting Dates	Regular Board meeting date November 28, 2023. December meeting date to be moved to December 19, 2023, 3:30 pm, Finance December 11, 2023	
8a	2022 audited financial statements	Lisa reported that the audit and 990 cannot be completed until the Beneficial Interest issue is resolved.	Motion by Mike McCole to go with unqualified opinion regarding the audit, seconded by Susanne Bench, approved unanimously.
8b	Downtown Revitalization Initiative (DRI) grant funding	There is Downtown Revitalization Initiative (DRI) money available for qualified projects. The maximum amount available is \$50,000 and requires a grant match. Lisa and Dori are considering applying for this funding for either part of the landscaping project or turning the 2 <sup>nd</sup> Chapter Room into meeting space.	
8c	Seymour Library Foundation	Clyde Howard reported the Foundation has established a reserve account to pay for roof repairs and maintenance and repairs to the building.	
9	Friends of Seymour Library	Lynda Deorio reported Friends bank balance stands at 28,687. Successful 2023 Local Author Expo.	
10	Upcoming Meetings: <ul style="list-style-type: none"> <li>• Building Committee 11/09/23 9:00 am</li> <li>• Board Governance 11/03/23 3:00 pm</li> <li>• Finance 11/20/23 4:30 pm</li> <li>• Board of Trustees 11/28/23 4:00 pm</li> </ul>		
11	The meeting was adjourned at 5:40 on a motion by Cindy Baney, seconded by Susanne Bench, approved unanimously.		

*Next Regular Board of Trustees Meeting: November 28, 2023 4:00pm at the Library.*

Respectfully submitted,

Meg Vanek, Secretary