

**Seymour Public Library District****Board of Trustees Meeting****Date: January 23, 2024, 4:30 pm**

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

Trustees Excused: Meg Vanek, Nancy Karpinski, Bill Foster

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

Guest: Michael Trapani representing Seymour Library Foundation

Agenda Item	Description	Discussion	Action Taken/Next Steps
1	Welcome & Call to Order	by Clyde Howard, President	4:33 PM
2	Adoption of Agenda		Agenda was adopted on a motion by Debbie Daloia, seconded by Lynda DeOrio, approved unanimously
3	Public Comment	None	
4	Approval of Consent Agenda	Consent Agenda includes: <ul style="list-style-type: none"> <li>• Minutes of the 12/19/23 meeting</li> <li>January 2024 Library Report</li> <li>• Committee reports               <ul style="list-style-type: none"> <li>○ Board Governance 1/11/24</li> <li>○ Finance 1/16/24</li> <li>○ Building 1/18/24</li> </ul> </li> </ul>	Consent Agenda approved on a motion by Susanne Bench, seconded by Cindy Baney (with Building Committee minutes removed.) Unanimously approved.
<b>Action Items</b>			
5	December 2023 Financial Statements		December 2023 Financial Statements approved on a motion by Lynda DeOrio, seconded by Mike McCole, approved unanimously
6	December 2023 Claims		December 2023 Claims approved on a motion by Debbie Daloia, seconded by Lynda DeOrio, approved unanimously.
	2024 Out of system card fee	60 dollars, same as last year	Motion to set out of system library card fee at \$60 by Debbie Daloia, seconded by Susanne Bench, approved unanimously.
	Policy Review: Lending Rules	This is a new policy to be approved by Trustees. The existing documentation is outdated and was not a formal policy.	Motion to adopt policy as written re: lending limits by Lynda DeOrio, seconded by Susanne Bench, approved unanimously.
<b>Discussion Items</b>			
	Michael Trapani representing Seymour Library Foundation gave an overview of the Foundation's spending forecast. Any surplus will be directed to \$300,000 balloon loan payment, for roof work.		
	Annual Meeting: Conflict of Interest, and Code of Ethics	Copies if each were handed out for signatures	
	DEIA Statement	Clyde reported statement has been drafted and he will send it to Dr. Kawanna Bright.	
	Library Director evaluation process 2024-25	Clyde Howard reported should be finalized by the end of month.	
	Use of Google drive	Lisa created a shared Google drive called SPLD. Policies, minutes/board packets, strategic plan documents, etc are stored in subfolders.	

<i>UPDATES</i>		
	Friends of Seymour Library	Lynda reported the Friends bank balance stands at \$34,340. She shared a summary of various income streams for the Friends.
	Upcoming meetings	2/8/24 Board Governance  2/19/24 Finance  2/27/24 Board of Trustees

The meeting adjourned at 5:30 pm on a motion by Susanne Bench, seconded Lynda DeOrio, approved unanimously.

**Next Regular Board of Trustees Meeting: February 27, 2024 4:30 pm**

Respectfully Submitted,  
Cindy Baney, Secretary