

Seymour Public Library District

Board of Trustees Meeting

Date: September 24, 2024, 4:30pm

Trustees Present: Meg Vanek, Kim Schulze, Cindy Baney, Debbie Daloia, Clyde Howard, Nancy Karpinski

Trustees Excused: Mike McCole, Bill Foster, Linda DeOrio

Guest: Russ Harkins

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

Agenda Item	Description	Discussion	Action Taken/Next Steps
1	Welcome & Call to Order		By Clyde Howard
2	Adoption of Agenda	Lisa Carr added: change of dates, authorization to de-designate money for roof repairs, next meeting date, authorization to pay election inspectors, remove Board Governance from Consent Agenda, remove Sept. Library Report from Consent Agenda.	Agenda was adopted unanimously as amended on a motion by Cindy Baney, seconded by Meg Vanek.
3	Public Comment	none	
4	Approval of Consent Agenda	Consent Agenda includes: <ul style="list-style-type: none"> ● Minutes of the August 27, 2024 meeting ● September 2024 Library Report(removed) ● Committee reports <ul style="list-style-type: none"> ○ Board Governance 9/12/24 (removed) ○ Finance 9/16/24 ○ Building 9/10/24 	Consent Agenda was unanimously approved with amendments on a motion by Nancy Karpinski, seconded by Cindy Baney.
Action Items			
5	August 2024 Financial Statements		August 2024 Financial Statements were approved unanimously on a motion by Kim Schulze, seconded by Nancy Karpinski
6	August 2024 Claims		August 2024 Claims were approved unanimously on a motion by Meg Vanek, seconded by Kim Schulze.
	Audit Proposal	Finance Committee reviewed three proposals for 2024 audit. Finance recommendation was FustCharles	Meg Vanek moved to accept the proposal from FustCharles, Debbie Daloia seconded, passed unanimously with one abstention.
	Elevator Maintenance Agreement	Lisa shared a proposal from Elevattitt to provide service for the elevator and wheelchair lift.	Motion by Debbie Daloia to accept the elevator maintenance agreement at \$3180 per year seconded by Meg Vanek and passed unanimously.
	Resolution authorizing Director and Bookkeeper to initiate ACH/EFTs	See attached	Resolution approved unanimously on a motion by Meg Vanek, seconded by Nancy Karpinski.
	Closed Days for 2025		Closed Days for 2025 were approved unanimously on a motion by Kim Schulze, seconded by Debbie Daloia.

	Policy Review: 401 Collection Management - amendment	This policy was amended to include a section about Special Collections, such as the new Peace Collections	Motion to amend <i>401 Collection Management</i> by Meg Vanek, seconded by Cindy Baney, passed unanimously.
	713 Animals in Library		Motion to approve <i>713 Animals in Library</i> by Debbie Daloia, seconded by Kim Schulze, passed unanimously.
	Draft revision to Employee Handbook Section II: Fair Treatment Policies, Subsection F, Violence in the Workplace	There was a discrepancy between the version of the policy shared in the board packet and the version shared with Board Gov. Lisa will review both documents and re-share with Board Gov and full board next month.	Motion to table by Meg Vanek, seconded by Cindy Baney, passed unanimously.
	Authorization to release \$1150 from #3120 Board Designated-Capital Reserve for roof repairs	J&B Roofing inspected the South Roof earlier this year and found areas of the roof patched with the incorrect material. The quote is to remove the patches and re-patch with correct material.	Motion by Cindy Baney to release \$1150 from #3120 Board Designated-Capital Reserve for roof repair, seconded by Kim Schulze. Passed unanimously.
Discussion Items			
	Paying Election Inspectors		Motion by Meg Vanek, seconded by Debbie Daloia to pay this year's election inspectors \$125 each (\$250 total.) passed unanimously.
UPDATES			
	Friends of Seymour Library	Meg Vanek reported that the Friends bank balance stands at \$28,847.17 Book Nook has raised \$1100+, the Author Expo is Saturday, 11/2 11-3 at the Ukrainian National Club	
	Upcoming Meetings	10/22/24 Board of Trustees 10/23/24 Trustee Election/Budget Referendum 11/14/24 Joint meeting of Trustees/Friends/Foundation 11/26/24 Board of Trustees with guest – Sarah Glogowski, FLS Director 12/17/24 Board of Trustees	

The meeting adjourned at 5:30 pm on a motion by Meg Vanek, seconded by Debbie Daloia, passed unanimously.

Next Regular Board of Trustees Meeting: October 22, 2024 at 4:30 pm

Respectfully Submitted,

Cindy Baney, Secretary

Seymour Public Library District

Resolution to Authorize certain persons to use ACH/EFT transactions

WHEREAS, Seymour Public Library District Board of Trustees is determined to authorize certain person(s) described hereunder the ability to enroll Seymour Public Library District (“Library”) into Automated Clearinghouse (ACH)/Electronic Funds Transfer (EFT) arrangements, be it;

RESOLVED, that the Board of Trustees is hereby authorized to authorize and empower the person holding the title of “Director” and the person holding the title of “Bookkeeper” to enroll Seymour Public Library District into ACH arrangements and authorizes use of Electronic Fund Transactions for executing payments, debit, or credit transfers which are processed through an Automated Clearinghouse (ACH) when such actions conform with Library Policy 502 Electronic Funds and Automated Clearinghouse Transactions.

The undersigned certifies that they are the properly elected and qualified Secretary of Seymour Public Library District, and that said meeting was held in accordance with state law and with the Bylaws of the above-named corporation.

This resolution has been approved by the Board of Trustees Seymour Public Library District at a regular meeting of the Board of Trustees held on September 24, 2024.

I, as authorized by the Library, hereby certify and attest that all the information above is true and correct.

Cindy Baney,
Secretary