

Seymour Library Board of Trustees.

Meeting Minutes February 15, 2023

Call to Order 6:34 pm by B. LoBracco

Attendance B. LoBracco, M. Brown, K. Sharpe, D. Pophal, S. Maar, L. Caruso, M. Andriatch, K. Andriatch, B. Leslie, A. Crane, P. Hayles, E. O'Hara (Foundation)

Public Comments None

Adoption of Agenda motion K Sharpe, second D. Pophal. all agreed

Approval of Minutes motion D Pophal second K. Sharpe all agreed

Approval of Bills Motions to approve bill payment made by D Pophal, second K Sharpe. All agreed. Next bill reviewers for March will be M Brown and S Maar.

Correspondence None

President's Report

- Federal work study off campus agreement has been completed with SUNY Brockport. There is one student who will be offered a position. This is fully funded by the student's aid package, at no cost to the library.
- Temporary coverage for Nancy Powell will be by Andrew Gardner, who is currently in training for that.
- New committee assignments are provided. In summary:
 - Facilities: D Pophal (chair), M Andriatch, L Caruso, P. Pittman
 - Financial: S Maar (chair) M Brown, B Leslie, P. Pittman, N. Powell
 - Marketing: M Andriatch (chair), K Sharpe, L Caruso, J Waldow (staff)
 - Nominating: K Andriatch (chair), S Maar, B Leslie
 - Personnel: K Sharpe (chair), K Andriatch, L Caruso
 - Policies: M Brown (chair), B Leslie, D Pophal, P Pittman

Director's Report

- Joint Maker Space Committee (ad hoc) currently includes P Pittman, D Pophal, B LoBracco, E O'Hara. This is the initial group, and the membership may be expanded depending on need. The Foundation is very supportive of this venture. There has been an anonymous donation for this project, of yet unreported value and origin. Pending further information.
- Library cleaning contract was discussed. There is thought that the contract may be put out for bid. But for now, P Pittman is working with the company to improve service.
- Lengthy discussion regarding filling of vacancies (young adult and childrens). P Pittman has proposed a restructuring, by not hiring a YA librarian, increasing salaries to MCLS average, and filling in YA with a part time person. This apparently does not increase budget demand from the current calculations, but S Maar will review the details to ensure that. Trustees were supportive, if so.
- Building: shout out to Roger Evans (Town of Sweden) for his amazing helpfulness with recent issues. Annual inspections for fire, sprinklers, HVAC, water authority are completed and in good shape.

- Community Relations: P Pittman is communicating with various entities including Sweden Clarkson Community Center and SUNY Brockport to consider some joint efforts.
- Hiring: P Pittman discussed need to be competitive in our salaries to attract good candidates. We have lost interested individuals because of this. The Trustees voiced support for increasing the newer salaries, given a position loss, but still need to stay within our budget.
- Discussion regarding the reporting forms for data, for consistency with other reports that are required. P Pittman will evaluate.
- There will be an upcoming joint meeting with municipalities. Date will be forthcoming.
- P Pittman has applied for bullet aid from both Senator Ortiz and R Hawley's office. TBD.

Village of Brockport (A Crane) still pending a replacement for B Leslie who will be leaving the Board.

Town of Sweden (P Hayles) Contract with D Strabel to update the Library building assessment, which is under review of the 3 municipalities. The condition of the parking lot was discussed and is under consideration for repair.

Standing Committee Updates

- **Foundation** As noted above, the Maker Space is their current focus.
 - The annual national conference for the American Library Association will be held in Chicago June 22-27, 2023. There are sessions for Trustees that may be helpful for anyone interested. The foundation's next meeting is 3/27/23. Foundation will rotate representatives to the Trustees meeting.
- **Facilities**
 - RFP for interior painting is ready for posting. Also, as noted in directors report, small corrections were done to become compliant with inspections noted above.
- **Financial**
 - Financial Committee will review year end information. B LoBracco will ask Brenda to join us at next board meeting.
- **Long Range Planning** No report
- **Marketing** No report
- **Personnel** Discussed updating trustee binders, and perhaps locating all information in a digital file. K Sharpe will consider UPS store or Staples to make this happen easily.
- **Policy** No report
- **Nominating** No report

Motion to adjourn at 7:52 pm by K Sharpe, second by S Maar. Approved.

Respectfully submitted,
Libby Caruso