

## **Seymour Library Board of Trustees**

Meeting Minutes - July 19, 2023

### **Call To Order**

The meeting of the Seymour Library Board of Trustees was called to order at 6:33pm on July 19, 2023, by Board VP K Sharpe.

### **Attendance**

Present: M. Brown, D Pophal, L. Caruso, K Sharpe, S. Maar, M Andriatch, K Andriatch, G. Gustke, Library Director P Pittman

P. Hayles (Sweden liaison), A. Crane (Village liaison)

Excused: B LoBracco

### **Public Comments/Guests/Correspondence**

None

### **Action Items**

#### **1. Adoption of Agenda**

Motion by D Pophal, second by M Andriatch to adopt the agenda of the July 19,, 2023 meeting. Motion passed unanimously.

#### **2. Approve Minutes**

Motion by K Andriatch, second by M Brown to approve minutes of June 21, 2023 meeting. Approved by all, with L Caruso abstaining.

#### **3. Finance Report**

- July bills reviewed by M Brown and S Maar. small questions regarding insurance and a credit card convenience fee, which will be resolved by P Pittman.
- August bill signers are L Caruso and M Andriatch.
- Motion to approve bills to be paid, with a small refund pending, by S Maar second M Andriatch. Motion passed unanimously.

### **Reports/Discussion Items**

#### **1. President's Report**

B LoBracco has contacted our insurance broker, Bond Assoc., to find a new plan due to changes in users and required income rates. The current rate will be entered into the budget, as the budget will likely be completed prior to rate determination.

#### **2. Director's Report**

sent via email

- Motion by D Pophal, second K Andriatch to hire Adrianna Ferrara as Library Page for no more than 10 hrs per week at \$14.20/hr. This individual will replace the person who is leaving, and she has worked as a volunteer at the library. Motion passed unanimously.
- Painting is going well. Many positive comments.

- Increased door count, buy at least 16%; busier place. P. Pittman would like to consider a new door counter and P Pittman will look into that.
- Fines: discussion re fines for late/lost books. P. Pittman noted that Rochester Library has discontinued fines, and others may follow, some will not. This is a national trend. Discussion re: revenue, personal responsibility, the negative aspect of fines, etc. Circulation drives Tummins funding, and if people cannot take books, it may impact that income, but not at the current revenue level. Discussion re: Amnesty Days, specifically to allow people to return their materials without fines at those specific times. It was agreed that this is not a simple consideration. P Pittman will get more data for budget purposes, and we will all consider. Amnesty Days seemed to have the most interest overall, at this point.
- P Pittman is using the survey in long range planning and finding it quite helpful. Considering a “date night” for families, that would include children’s programming away from their adults, who would have their own programming. Also planning for Eclipse 2024.
- Cleaning services: Generally, not happy with the current situation. P Pittman has reached out to other companies, but they are significantly more costly. The Board in general is supportive of finding a new cleaning plan.
- Circulation: increased. More Programs do not always correlate with increased circulation, except for children's programming. Children’s programs increase circulation of children’s books.
- Summer Reading Program has been a big hit making a very active library space.

### **3. Liaison and Committee Report**

a. Friends: No report

b. Foundation M Brown

The Foundation expressed interest in supporting the carpet replacement initiative. Need to know timeline and budget.

Foundation is helping with the spruce up of the children’s area.

Garden Tour sold about 70 tickets. Expect to continue next year with other gardens expressing interest.

Naming Rights continue to be discussed.

c. Property upkeep: landscaping, etc. This is an ongoing need. The boy/girl scouts will do a one-time clean up. Discussion by Board regarding ongoing upkeep and how to place in budget. Not likely to be maintained by volunteers on a regular basis, and the overall enhancement of the library is important.

d. A Crane: Brockport Village Liaison

Fiscal year of the Village has started and the payment/support to the library has been made.

e. P Hayles: Sweden Liaison

Library budget presentation to the municipalities is currently set for 6 pm Tuesday, August 29 at the Library.

f. Facilities D Pophal

\$ 52,000 remaining in the DASNY grant, which according to the grant representative can be used to remodel/gut the bathrooms, which need serious attention. An unofficial estimate to tackle this project is \$72,000. P Pittman will look for other funding that might support meeting adaptive requirements. The Board is supportive of moving in this direction.

D Pophal will begin to look at potential costs for much-needed carpet replacement.

g. Finance: S Maar

Finances remain generally the same. The next meeting is July 27th

h. Marketing: M Andriatch

The marketing committee met to discuss ways to get more information out. 2 library staff attended, which was very helpful. as the public farmers market signs come down, we will post similar signs about the library. No specific details, but general awareness. Librarians will post articles for Westside News, which would be in addition to the routine notes under the library section. College Work-Study students will help with social media.

g. Personnel: K Sharpe

Form was generated by the committee to gain input from the Board and staff for P Pittman six-month review. Will disseminate via email.

Wednesday, \*/16 will be a Board/Staff luncheon. K Andriatch will meet with Wegmans to determine if we can get some assistance financially with this.

h. Policies: M Browne

8/14, 4:30 is next meeting. They are discussing a policy for naming rights/donations.

i. Nominating K Andriatch No report

Motion to end meeting by D Pophal, second by M Andriatch, at 7:50 PM. Motion passes unanimously.

Respectfully submitted,  
L Caruso