

Seymour Library Board of Trustees
Minutes June 21, 2023

Attendance: B LoBracco, M Brown, D Pophal, K Sharpe, K Andriatch, Mike Andriatch, G Gustke, S Maar, Patrick Pittman

Absent: L Caruso

Guests: A Crane (Village liaison) P Hayles (Town of Sweden liaison)

I. Meeting called to order at 6:35 PM by B Lobracco

II. Public Comments/Correspondence: none

III. Action Items:

1. Adoption of agenda: motion by D. Pophal, second by M Andriatch. Motion passed unanimously .
2. Motion to approve minutes of May 17, 2023 meeting by K Sharpe, second by M. Brown. Motion passed unanimously.
3. Motion to approve bills to be paid: by D. Pophal, second M Andriatch. Motion passed unanimously.
4. Finance Report: No discussion. Bills to be reviewed in July: S Maar and M Brown

IV. Reports/Discussion

1. President:

- a. Bernie reported that he attended meetings: Personnel, Policy, Foundation meetings.
- b. Bernie reports will be away 7/9-7/25/23
- C. Bernie reports the budget has been preliminarily prepared to be sent to the Finance Committee for review

2. Director: (full report sent separately)

- a. Patrick reports the painting project has begun, currently on a hiatus with plans to restart. Completion is uncertain due to hiatus to allow for summer programming to start
- b. Motion by K Andriatch, second by M Brown to create a Part-Time Librarian 1 position. All in favor. Motion passed unanimously
- C. Motion by K Andriatch, second by G Gutske to hire Anna Neumeir to the Part-Time Librarian 1 position at a pay rate of \$22.50/hour up to 20 hours per week. All in favor. Motion passed unanimously
- D. Patrick reports receiving contractor bids for restroom restoration to be paid by the remaining Dasney Grant
- E. Patrick reports working towards goals of the 3 municipalities when devising the 2024 Library budget

3. Liaison and Committee Reports;

- a. Friends and Foundation:

- i. Friends: K Andriatch was unable to attend the meeting. Patrick reports: new member drive was successful. The Friends granted the Library \$1000 towards the summer reading program.
 - ii. Foundation: M Brown reports the next meeting will be 6/26/23
- B. Village: A Crane offers no report
- C. Sweden: P Hayles reports
 - I. Parking lot renovation to be managed by B Ingraham. Expect completion date to be in 2024. 3 municipalities will need to agree to the total project cost.
 - II. Sept 23rd is the Harvest Festival with the Library indicating plans to participate
 - III. Review of 1000 books before Kindergarten data
 - IV. P Hayles has offered to provide a Financial Program at the Library
 - V. Request for data reporting to track from 2018 to current
- D. Facilities and Operations: D Pophal reports that the painting project is ongoing and on track
- E. Maker Space Committee: No report
- F. Finance Committee: No report- will meet to prepare budget for review at July Board meeting
- G. Marketing/Strategic Planning: M Andriatch reports meeting held 6/20/23.
 - I. Will work with Westside News to promote Library articles
 - II. Create a yearly marketing plan.
 - III. Will draft a letter to send to the municipalities to discuss signage options directing travelers to the Library
 - IV. Next meeting: 7/12/23
- H. Personnel: K Sharpe reports meeting held June 20, discussed creation of Part Time Librarian 1 position. Continued work on Director 6 month review tool
- I. Policy Committee: M Brown reports meeting held June 13th, discussed creating a policy in regards to naming rights and memorials at the Library. Next meeting: July 12
- J. Nominating Committee: No report

Next meeting: Wednesday July 19 2023 at 6:30 pm

Motion to adjourn meeting M Andriatch, second D Pophal, passed unanimously at 7:54

Respectfully submitted by K Sharpe