

Seymour Library Board of Trustees
Minutes - April 19, 2023

Attendance: B LoBracco, M Brown, D Pophal, S Maar, K Sharpe, G Gustke, K Andriatch, L Caruso

Absent: M Andriatch

Guests: A Crane (Village liaison) P Hayles _Sweden liaison) E O'Hara (Foundation liaison)

Brenda Rooks, CPA

- I. Meeting called to order at 6:30PM by B Lobracco
- II. Public Comments/Correspondence: none
- III. Action Items:
 1. Adoption of agenda: motion by D Pophal, second K Sharpe. Motion passed unanimously .
 2. Motion to approve minutes of March 15, 2023 meeting by D Pophal, second L Caruso. Motion passed unanimously.
 3. Finance Report:
 - a. Brenda Rooks, CPA provided a financial overview and reviewed 2022 year-end information previously sent to board members. reviewed our financial end of year status (2022). An area of concern is personnel turnover, which has yielded favorable budget outcomes, but likely also contributes to turnover. Which can be expensive, and difficult for employees. Board members will be working with P Pittman to address this situation. Finance committee will address other areas identified: finding acceptable investment vehicles to improve earnings, meet with CPP (current payroll provider) to determine why we are running over on payroll expenses.
 - b. Motion to approve AUD to be signed by P Pittman, by S Maar, second M Brown. Motion passed unanimously.
 - c. Motion to approve 990 to be signed by Board President B LobBracco by S Maar, second D Pophal. Motion passed unanimously.

Brief presentation by library employee Josh Sidebotham regarding his thoughts and considerations for a coffee shop within the Library. Might be a source of revenue, but also an attraction for patrons. We will look at Albion library, which has one. Consider outsourcing to an existing business. The Board thanked Josh for his thoughtful proposal.

IV. Reports/Discussion

1. President:
 - a. Welcome to Gloria Gustke, recently appointed by the Village. Gloria is a Library Clerk at SUNY Brockport. Welcome!
 - b. There is a request to name a section of the library, but no specific policy on naming rights. Policy committee will discuss Tuesday April 25th at regular meeting.
 - c. Need policy on threats/active shooter. Will be addressed at Policy Committee meeting. A Crane will discuss with Brockport Police Chief

regarding any training available for the Library. There is online training readily available as well. Policy Committee will be addressing.

2. Director: (full report sent separately)

- a. Lauren, new children's librarian has been getting nice attendance at programs for children, tweens, and teens. Given the pending part-time position, P Pittman feels that a Youth Services department meets the needs, with librarians working in the three areas.
- b. There was excellent participation in the Kiwanis bookmark program. Participants each get a book and the Friends will help with that.
- c. Increasing interest in all programming, youth and adult.

3. Liaison and Committee Reports;

a. Friends and Foundation:

- i. Friends: K Andriatch noted the Kiwanis assistance, and the support Friends provide for summer reading program.
- ii. Foundation: Will contribute to Children's Room update. Maker Space concept is highly supported by Foundation Board.
- iii. After-Hours fundraiser is Saturday April 29th, 7 pm with an auction, live music, wine and cheese tastings.
- iv. Garden Tour is July 15th.
- v. Village: A Crane noted that there is also a "wine walk" in town the evening of Library After-Hours event (4/29). The conflict of dates was noticed too late, but will be avoided in the future. May 6th will see the reopening of the Park Ave bridge. Main St bridge closes May 15th for at least 18 months.
- vi. Sweden: No report
- vii. Facilities and Operations: D Pophal provided Board members with RFQ for interior painting. He expressed gratitude to Erica xxx for her help with the specific format.
Motion to approve the current RFQ for interior library painting made by D Pophal, second S Maar. Motion passed unanimously. It will be published in Westside News and various online sites.
- viii. Maker Space Committee: the plan is for this to initially be a mobile unit which can be used in various sections of the library. It will be used for learning programming language, Raspberry Pi's, fabrication (sewing machines, cricuts, 3D printer. There is \$1500 seed money provided by the Foundation.
- ix. Finance Committee: No new information to report. They will meet in May to begin budget preparation.
- x. Marketing/Strategic Planning: No report
- xi. Personnel: meets Tuesday, 4/25 3 pm.
- xii. Policy Committee: website bylaws need to be updated. Will also discuss policy for Naming Rights and Hazard Response Plan.
- xiii. Nominating Committee: No report

Next meeting: Wednesday, May 17th, 2023 at 6:30 pm

Respectfully submitted by Libby Caruso