

SEYMOUR LIBRARY BOARD OF TRUSTEES
Meeting minutes

- I. Call to Order and Attendance
Meeting called to order at 6:32 by B LoBracco.
Attendance: B LoBracco, M Browne, K Sharpe, K Andriatch, M Andriatch, L Caruso, S Maar, D Pophal, G Gustke
P Pittman, E O'Hara, A Crane
Excused: P Hayles
- II. Guests/Public Comment/Correspondence: None
- III. Action Items
 1. Adoption of Agenda
Motion to adopt agenda by K Sharpe, 2nd M Andriatch Passed unanimously.
 2. Approve Minutes Motion to approve minutes of September 20, 2023 meeting by K Sharpe, 2nd G Gustke. Passed unanimously .
 3. Finance Report:
 - a. October bill signers: K Sharpe, L Caruso.
 - b. Volunteers for November: S Maar, K Andriatch
 - c. Approve Bills to be paid: Discussion regarding increase in Nation Grid bill. It was noted that Village solar credits will come in January for the year. These credits will partially offset these bills.
 - d. Motion to approve to pay October bills by K Sharpe, 2nd L Caruso. Passed unanimously.
- IV. Reports/Discussion Items
 1. President's Report:
 - a. Budget: B LoBracco noted that the budget previously discussed (having apps \$25,000 deficit) was sent to the 3 municipalities. There has been no response, other than Village noted having received it.
There was a finance meeting after that which narrowed the deficit to \$8,000 by finding saving in various areas.

B. Health Insurance: B LoBracco continues working with Bond and has some initial estimates for coverage costs. This will be significant increased from last year. It is planned that actual rates and plans will be available for discussion at next Personnel committee meeting on November 13.
C. New reporting form from OSC/NYS. B LoBracco will discuss with Yeager/Treviso, our accounting firm.

There will be upcoming vacancies as some trustees (M Brown and B LoBracco) will be completing their terms. Both Clarkson and Village need one trustee each.
 2. Director's Report
 - a. September slower than summer. Could be related to road work on East Ave, school starting. October is increasing.

- b. "1000 books Before Kindergarten" program will have some changes to bring it closer to the school model, and include digital management. Also need to have greater interest from children than caregivers, which is not the current situation. This program is a priority.
- c. Ancestry: Interest remains strong. Needs renewal and it was discussed that use of bullet aid is appropriate. More specific Ancestry program is in development.
- d. Lions Club of Brockport has donated \$1000, with another \$500 directly from an individual Lions member to total \$1500 for purchase of magnifiers and large print books. Local optometrist, Dr Raff will provide assessments (gratis) for the magnifier strength.
- e. Eclipse: Upcoming presentation by Rochester Museum and Science Center. We will have eclipse glasses to provide eclipse attendees. The lawn will be the setting. Kiwanis and Lions will likely have food booths available.
- f. Brockport Child Care Center will be working with the library for story hours and literacy programming.

3. Liaison and Committee Reports

- a. Friends K Andriatch

There will be a brunch for library staff in December. This also includes gift cards for each person.

Finances: Friends has about \$40,000 in savings and checking.

Membership is around 93 members, with some new additions. They have very good retention of members.

Items funded: the Drake (college library) program for new membership and banned books. \$350 to Director's hospitality fund. Kiwanis would like to support "Read Around the World" at \$1500.
- b. Foundation M Brown

Carpeting/flooring proposal was received and is under review. Will be decided in November.

Finances: total of \$106,000 between checking, savings and CD's.

They will be undertaking a December membership drive.

They are moving towards an MOU with Library/Foundation regarding finances, funding, and planning. A draft MOU was distributed for Board review. It includes a sharing of Library plans, direction and goals. The Foundation would fundraising to raise unrestricted funds to support the library. All donations to the Library or Foundation would be housed in the Foundation.

There was lengthy discussion about this plan, and a need to further review and discuss among all parties.
- c. Village of Brockport Liaison A Crane

Noted that Mayor (Blackman) is signer for necessary bills in January as the Treasurer role changes to Village. A Crane as deputy mayor is back up signer.

Also discussed was the Shafer Trust funding housed with the Village. There is approximately \$12,000 available to be accessed from that. Might be able to use toward flooring if necessary.
- d. Sweden Liaison. No report
- e. Facilities and Operations

Committee met regarding bathroom renovation project. The RFQ was discussed and updated. That will be sent 10/27/23 with bids due 12/8/23. Bids will be read on 12/13. Board will review and vote at the December 20 meeting, with awards at the January 20th meeting. Timeline for work to be completed is April 5, 2023. Only one main bathroom will be closed at a time during this process. The family bathroom is also available. Funding for the project is mainly the DASNY grant (\$52,000), which is currently under review to adopt these changes. That grant requires matching funds from the library, which would be approximately \$11,000. That totals \$63,000, and any costs above that are the Library's responsibility to obtain. MCLS grants will be available for application soon, and we will apply for \$20,000 from that. That money would be awarded January 2, 2024. Current single estimate for the bathroom renovation is \$77,000, which is a total tear down. Depending on grant awards, we may need to use the Shafer trust to complete this project.

Motion to approve distribute the RFQ (RFP) for bathroom renovation project, with approved modifications on timeline made by D Pophal, 2nd M Andriatch. Passed unanimously.

Flooring: that would be following the bathroom project. Funding being discussed with Foundation.

f. Finance Committee: S Maar

The approved budget was sent to the municipalities. We will vote on a final version of the budget in December meeting. Motion to approve draft budget as sent to municipalities on 10/3 by S Maar, 2nd D Pophal. Passed unanimously.

g. Marketing/Strategic Planning No report

h. Personnel: K Sharpe

Committee Meeting 10/11/23. Discussed resignation of part time clerical (promotions clerk). Responsibilities of this position will be shared with other staff, who will be cross-trained for greater effectiveness and efficiency. 2 work-study students will be in late October.

Part-time cleaner position (which will replace the contractual agreement) is currently being interviewed. Many good candidates applied. There are 3 finalists, and rate is \$16-17 /hr. Discussed need to change budget categories from contractual to personnel. SM will manage that.

i. Policies M Brown

Naming rights for space is still under discussion and development, although making progress. Lengthy Board discussion re: donations to the Library v Foundation. It is felt that all library donations should be managed in Foundation and called an 'Advisory Fund'. Three separate funding sources (Foundation, Friends and Library) is not the most effective. And donors are not necessarily aware of any difference, as all three support the Library. There is an MOU being developed which spells out these responsibilities between fund management of the Library and Foundation. That will require further discussion between both parties. All Board Trustees are to review the MOU in detail and be prepared to discuss at next meeting.

j. Nominating: K Andriatch will be working with her committee to develop a slate of officers for 2024. To be voted on at November meeting.

- V. Motion to end regular meeting at 8:12 pm by D Pophal 2nd M Brown, passed unanimously.
Motion to enter executive session at 8:12 by D Pophal, K Sharpe, passed unanimously.
Executive session ensued.
- VI. Adjournment: Motion to adjourn executive session 8:20 by K Sharpe, 2nd M Andriatch.
Passed unanimously.
Motion to adjourn meeting 8:20 by m Brown, 2nd K Andriatch, passed unanimously.

Next Meetings: November 15, 2023 6:30pm
December 20, 2023 6:30pm

Respectfully submitted,
Libby Caruso
Secretary