

Seymour Library Board of Trustees  
Minutes September 20, 2023

Present: B. LoBracco, M. Brown, K Sharpe, L Caruso, D Pophal, k Andriatch,  
A Crane, P Hayles, E O'Hara

Excused: M Andriatch, G Gustke, S Maar

- I. Meeting called to order at 6:30 by B LoBracco.
- II. Guests/Public Comment/Correspondence: None
- III. Action Items:
  - a. Motion to approve agenda by K Andriatch, second M Brown. Unanimously approved.
  - b. Motion to approve minutes of August 16, 2023 meeting by K Sharpe, 2<sup>nd</sup> by D Pophal unanimously passed.
  - c. Finance Report:
    - i. September bill signers: M Brown, K Sharpe.  
Question regarding cost for Democrat and Chronicle. P Pittman will explore with D and C.  
Question regarding credit card late fees. There is a system in place for a second to sign for treasurer and in the future that will be fully followed to avoid unnecessary fees. Treasurer responsibility will transfer to Village of Brockport in January.
    - ii. October bill signers will be: L Caruso, K Sharpe
    - iii. Motion to approve bills to be paid made by K Sharpe, 2<sup>nd</sup> by M Brown. Motion passed Unanimously.
- IV. Reports/Discussion Items
  1. Presidents Report: B LoBracco reported that he remains in discussion with Bond Assoc regarding health insurance plans/costs. A decision is expected soon.  
P Pittman, Director has been given an informal summary of his performance review. 16 individuals completed the form to provide input. Formally evaluation with signature is to follow.
  2. Director's Report: as sent via email, including
    - Work-Study: now has 26 potential candidates has narrowed to 8. Will interview next week. For the W-S individuals, the title will be Child and Family Literacy Aide. This is NOT a budgeted item/title. It is hoped to get 2-3 W-S students.
    - Budget: P Pittman has received grants totaling \$14,500 for books.
    - Infrastructure Analysis was a good process and D Strabel, architect provided good information.
    - Summer Reading: numbers were up overall. This was mostly funded (\$ 7,000-\$8,000) by Friends of Seymour Library, which is most appreciated.
    - Marketing will be increasing to social media including TikTok, Reels. Along with current Instagram and Facebook. There is also something called BookTok, which the librarians are exploring.
    - Duplication of services: Lengthy discussion regarding types of programs offered between Sweden Clarkson Recreation and Seymour Library. The JOA was discussed, and while there may naturally be a little overlap, at this point we are working together, and both directors will discuss if necessary.
    - Eclipse April 2024: brief discussion about offerings at Library, including food from a service club (Kiwanis or Lions)
  3. Liaison and Committee Reports
    - Friends: K Andriatch noted that they are reviewing their finances. Approximately \$15,000 has been provided to the Library this year.
      - Banned Book Week: will be some cooperation with College (Drake ) Library. Includes a scavenger hunt, MCLS library card sign up for SUNY Brockport students.
      - Librarian L Boedecker is interested in a program where library books are brought to housebound individuals. That programs has found success in other libraries. Currently there is outreach to Evergreen assisted living.
    - Foundation: M Brown. No August meeting. They will meet next week. Currently there are no formal requests for funding of any Library projects. Lengthy discussion. This must be a formal request in writing, with budget attached. There are many fundraiser ideas to be discussed at their next meeting.

- Brockport Village Liaison: A Crane: No report
- Sweden Liaison: P Hayles Harvest Festival is Saturday, September 23. Library has a presence in the children's area.
- Facilities and Operations: D Pophal. Walk through to assess completion of painting project was done. The cost dropped (\$3500) with the removal of the bathrooms from the scope of work, pending bathroom renovation. Motion to authorize final payment of \$13,620 to Sekula Precision Painting by D Pophal, 2<sup>nd</sup> K Sharpe. Motion passed unanimously.
- Finance Committee: Updated budget. Some savings were found in retirement contributions among other items. Lengthy discussion regarding sustainability of funding, as much comes from personnel vacancies. This budget will need further refining, as there is still a \$25,000 gap.
  - o Grants can be earmarked for books and ebooks.
  - o There may be some funding for personnel via grants. P Pittman will explore (Laura Bush grant funding).
  - o Clarkson will be approached by trustees and P Pittman about possible increase in funding.
- Marketing/Strategic Planning: no report
- Personnel: K Sharpe
 

The cleaners costs are high and results leave some to be desired. Considering hiring a part time individual as a cleaner, depending on cost, results.

Part time per diem desk aide position request to hire Ella Sommer at \$14.52/hr. This individual is only working when asked to fill in for regular staff. No regular hours. Motion to approve E Sommer as per dine desk aide made by K Sharpe, 2<sup>nd</sup> K Andriatch. Motion passed unanimously.
- Policies: M Brown: Continue to discuss donation and naming rights. Policy has met with Foundation regarding how deal with specific donations. Next meeting is early October.
- Nominating: K Andriatch. No report.

Motion to adjourn at 8:38 by M Brown, 2<sup>nd</sup> K Sharpe. Motion passed unanimously.

Respectfully submitted,  
Elizabeth Caruso, Secretary