Seymour LIbrary Board of Trustees

Meeting minutes November 15, 2023

1. Call to Order and Attendance

Meeting called to order at 6:33 by B LoBracco

Attendance: B LoBracco, M Brown, K Sharpe, K Andriatch, L Caruso, S Maar

P Pittman, E O’Hara, A Crane, P Hayles

Excused: D Pophal, G Gutske

1. Guests/Public Comments: None
2. Action Items:
3. Adoption of Agenda: Motion to adopt agenda by K Sharpe, 2nd by M Brown. Motion passed unanimously.
4. Approval of Minutes: motion to approve meeting minutes of 10/18/2023 by K Sharpe, 2nd k Andriatch. Motion passed unanimously.
5. Finance Report:
   1. November bill signers: K Andriatch, S Maar
   2. Volunteers to sign in December: S Maar, ??
   3. Motion to approve bills to be paid by S Maar, 2nd K Andriatch. Motion passed unanimously.

IV. Reports/Discussion Items:

1. President’s Report:

Bernie LoBracco reported that he is working with Bond (insurance brokers) re health insurance for employees.

1. Director’s Report: P Pittman

* working with DASNY re: bathroom renovation grant. The grant is approved, pending approval of the change in scope. He expects solid information by early January 2024.
  + Bids for the work will be accepted through December 1, 2023 and opened on MOnday December 4.
* CLeaners: A cleaner has been hired, There is a 30 day notice to Coverall, which will be given as soon as the formal hiring is approved. This will cost less, and the expectation is for a cleaner building.
* Library will be switching to ADP for payroll in cooperation with the Village. This should be easier to process for the Library, and cost less. Pending final decision from Village, which is expected to be in favor of the switch. This would start in February.
* Programming numbers were discussed. Programs have shown increased attendance.

3. Liaison and COmmittee Reports:

* Friends: K Andriatch no report. Next meeting is November 20.
* Foundation: M Brown

Foundation met 10/23 and reviewed proposal for the Children’s Room. $3000

Was approved for STEM items.

Librarians have requested Foundation funding to attend a conference.

There are 8 hand carved birds donated by A Cretney for a fundraiser.

FInances: Total on hand is appx $106,000.

There is an annual solicitation letter being prepared for distribution soon.

A new slate of officers will be voted upon shortly.

Foundation approved the concept of the MOU with the Library.

* Village Report: A Crane:

Brockport Village will assume treasurer’s role January 1, 2024, per the MOU with municipalities.

* Sweden Report: None
* Facilities: No report
* Finance: S Maar

Discussed investment opportunities for short and longer term periods.

Canandaigua National Bank may have the best CD options for our funds.

Finance Committee will determine best options for various committee met terms.

Motion by S Maar, 2nd L Caruso to invest $400,000 (300,000/$100,000 in various time terms) into CD’s over about 90 days. Plus $1000 for a savings account at the same bank. Motion approved unanimously.

* Marketing/ Strategic Planning: No Report
* Personnel K Sharpe
  + Committee met Nov 13 and reviewed health insurance options with Bond Associated broker. P Pittmans will be contacting our Bond agent directly to find his best option.
  + Part time cleaner has accepted our offer. Motion by K Sharpe, 2nd K Andriatch to hire part time cleaner Walter Senenko at $15.75/hr for up to 16 hrs per week. Hire date no sooner than December 4, 2023. Motion passed unanimously.
  + Committee discussed a staff luncheon and it was deceased to hold it in January, considering the many December events the staff may have.

-Nominating COmmittee: K Andriatch

4 open seats on Board, with departures of M Brown and B LoBracco.

Motion to approve the following slate of officers by M Brown, 2nd B LoBracco:

President: L Caruso

Vice President: K Sharpe

Secretary: M Andriatch

Treasurer: S Maar

Motion passed unanimously. The vote will be at the December meeting.

There was a lengthy discussion regarding the MOU between Library and Foundation. M Brown provided a review of the history of the MOU, which began with discussion of naming rights requests, where that money goes? Many questions arose. Such as: if people give to the Library is that ok to transfer to the Foundation? Unrestricted funds given directly to the Library, vs restricted funds and how either’s use might be determined.

It was determined that a specific policy for naming rights is needed.

It was agreed that the general concept of the library and Foundation working in sync is desired and a good outcome. But there are several unanswered questions that will be looked into.

Motion to adjourn at 7:50 by S Maar, 2nd L Caruso. Unanimously approved.