

**Seymour Library  
Board Meeting  
Wednesday, March 20, 2024**

Board Attendance:

Libby (President), Kris Sharpe (Vice President), Ken Streb (Finance Officer), Mike Andriatch (Secretary), Katie Andriatch, Linda Negus, Don Pophal, Scott Maar (Sweden rep), Annie Crane (Village rep)

Excused: Gloria Gustke

Meeting called to order at 6:31 pm

Approval of Agenda:

- Kris moved; Katie seconded. Approved unanimously

Approval of February 21, 2024, Meeting Minutes:

- Kris moved; Katie seconded. Need to add in that Libby and Ken to do bills. Approved unanimously

Finance Report:

- March bill signers: Libby and Ken. All routine; no concerns
- Mike moved; Libby seconded to approve March bills. Approved unanimously
- April volunteers to sign: Mike and Katie

President's Report (Libby):

1. Bathroom and plumbing update: Weekly trips from plumbers to flush; Dave Strabel managing on behalf of the municipalities; working with LaBella on cost-effective measures with bathroom project on the horizon; will share more details as they come in; DPWs agree that it is beyond their scope.

Director's Report (Patrick):

1. Have met with municipalities, heads of departments, and DPWs; looking at more permanent fixes. Will lock and close family restroom; has helped alleviate problem but not eliminated it. Also have changed toilet tissue. Four additional port-a-johns for Eclipse from Village (seven total). Staff will park at Dr. Bateman's building next door.
2. More eclipse; working with Kiwanis on simple food options. Fifty-six passes sold thus far. STEAM Club from SUNY helping.
3. MCLS Directors group met; auto-renew going into effect May 1. Will get email sharing steps (renew or not-renew).
4. Library is healthy; door count continues to stay up; increases in participation and programming. Holding back 500-750 glasses for Eclipse day-of.
5. BOCES second-language classes start April 30; multiple languages. Contract needs to be signed at April meeting. Will run Tuesdays and Thursdays, 6-8 pm, through the summer. Need class of six or more. Working with RTS on transportation options.

6. Library automation: end of month for upgrade. Due March 31. It's typically a 5-6 year replacement window for servers, etc. We are in year eight. Waiting on cost but expected to be \$30-50K. Working on date.
7. Landscaping: Reached out to Evergreen, Cardinal, and Nick Bell. Need to meet to discuss what we want done, costs, etc. Patrick will reach out to a couple for options/ideas.
8. Municipal meeting next Tuesday, March 26, 7 pm, at Library. Shared key SWOT analysis PowerPoint slide that he will be using as well as a general preview of the presentation.

#### Liaison and Committees:

- a. Friends (Libby):
  - i. \$23,550 in checking and almost \$19,000 in CD (up for renewal).
  - ii. Book sale on April 17; working with Scouts.
  - iii. Will help with eclipse.
  - iv. Provided lunch for Staff day.
- b. Foundation (Katie):
  - i. Total assets as of 1/31: \$123,175.77
  - ii. Starting new marketing committee (desire better advertising for their functions).
  - iii. Garden Tour is July 20. After Hours is Nov. 2.
  - iv. Confirmed giving Board \$54,681.50 for new carpeting.
- c. Village report (Annie):
  - i. Bridge project still on schedule (November)
  - ii. Eclipse plans in place
  - iii. DPW great to work with
- d. Sweden report (Scott):
  - i. Eclipse: resolution to do parking on one side of the street
  - ii. Hoping Library can support the Harvest Festival in September
- e. Facilities (Don):
  - i. Bathrooms: engineering drawings on schedule but holding bid packet until other issues resolved; discussed contingency plans around potential closing
  - ii. Carpeting: may do sooner (contingent on bathroom issue); have state contractor on hold (potential second half of the year)
- f. Finance (Ken):
  - i. Shared finance report.
    1. Funds from two municipalities came in since last report.
    2. Motion to renew \$300K and \$100K CDs and move \$200K from savings to another CD(s), potentially laddered with best rates available (not to exceed a year). Ken moved, Libby seconded; approved unanimously.
    3. Motion to move monthly P&L statement to align with Generally Accepted Accounting Principles (GAAP) for an end-of-month statement. Ken moved, Mike seconded; approved unanimously.
- g. Marketing (Kris):
  - i. Went through all areas in strategic plan; being successful in all that we are doing; achieving goals at this point.

- ii. Patrick looking at ways to align website with Facebook and other social media networks for ease of use.
- h. Personnel (Kris):
  - i. Trustee training last week; counted as one hour; will share MCLS resources for other hour
  - ii. Desk clerk resignation was expected; beginning search
  - iii. Discussed wage-band process; looking at “buckets” for roles; will work with Finance Committee on process
  - iv. Review process for staff will be annual
- i. Policies (Kris): No report
- j. Nominating (Katie): No report

Other Business:

- Libby will be unavailable for next meeting. Kris will chair April meeting.
- Send any corrections to Board of Trustee list to Patrick.
- Clarkson has potential for new rep; waiting on confirmation

Adjournment: Ken moved; Kris seconded; unanimously accepted; meeting closed at 8:27 pm

**UPCOMING:**

*Joint Meeting with Library Board and Municipalities: Tuesday, March 26, 7 pm at Seymour Library*

*Next Seymour Library Board of Trustees meeting: Wed., April 17, 6:30 pm at Seymour Library*