

Seymour Library
Board Meeting
Wednesday, April 17, 2024

Board Attendance:

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

Excused: Libby Caruso (President)

Meeting called to order at 6:32 pm

Approval of Agenda:

- Mike moved; Katie seconded. Approved unanimously

Approval of March 20, 2024, Meeting Minutes:

- Don moved; Ken seconded. Approved unanimously

Finance Report:

- April bill signers: Katie and Mike; no concerns
- Did not receive March financial statements; no response from Lisa Marou at Yaeger Treviso & Associates; Kris reached out to Carrie Pardun (Treasurer) at the Village about situation; also spoke with Jim Bell (Sweden Town attorney); Jim suggested no decisions on financial matters at this meeting; also Carrie Pardun noted we do not currently have a contract with Yaeger Treviso (may have expired); may need to do an extension for taxes (due May 15)
- Board agreed to pay monthly routine bills (after reading of invoices) as well as LaBella bill to be paid out of Dorcas Michaels funds
Ken moved; Don seconded to approve April bills. Approved unanimously
- May volunteers to sign: Kris and Don

Vice President's Report (Kris):

1. Discussed accounting situation; Ken will reach out to Yaeger Treviso to determine status of contract, current tax situation, and lack of responsiveness; Patrick will attempt to get Ken the most recent contract

Director's Report (Patrick):

1. Building usage is up again; 10% year-over-year; monthly circulation down 1%
2. Organizational efficiency (new staffing model) is taking time; working through it
3. Have applied for T-Mobile and Dollar General grants
4. Investments going well
5. Strategic goals for first quarter of 2024 look good
6. Summer reading coming together
7. Eclipse: 350-425 people throughout the day; Foundation made \$400-450 in parking; collaborative project with Friends for t-shirts and stickers; Kiwanis food sales went well

8. Staff and Trustee training held in March

Liaison and Committees:

- a. Friends (Katie)
 - i. Checking: \$23,546
 - ii. CD: \$18,972
- b. Foundation (Katie):
 - i. Checking: \$9,426
 - ii. Savings: \$1,676
 - iii. Moneymaker: \$60,153
 - iv. 6-month CD: \$52,512
 - v. Future events: Garden Tour July 20, rain date July 21; "After Hours" will be Nov. 2
 - vi. MOU: Will form an ad hoc committee to discuss and present; Kris appointed Mike to chair; members can be trustees as well as others outside Board; will share progress/discuss with municipal leaders
 - vii. Carved birds gift-in-kind donation given to Foundation for fundraising efforts
 - viii. Candy machines now belong to Foundation
 - ix. Working to increase size of board; can get up to 15 members
- c. Village report (Annie):
 - i. Village has gone to new payroll system; minor bumps but nothing major
 - ii. Fiscal year budget starting June 1 passed last evening; tax levy increased 7%
- d. Sweden report (Scott):
 - i. Eclipse went off without a hitch
- e. Facilities (Don):
 - i. Sewer issue; working with DPW and LaBella
Decision: doing bathroom remodel and sewer repair with one company; follow-up meeting on Friday; engineering drawing will be presented by LaBella; expected timeframe: bid package to come out soon for approval at May meeting; approve bid at June meeting; construction will likely take 6-8 weeks (with a completion in September); bathrooms will be down for at least a few weeks; will rent a bathroom trailer for outside; hope to do work without closing Library; bathroom work paid by Library, sewer work by municipalities
Flooring to be done in second half of year
Don working on schedule for year: work/projects (including paving parking lot in September), Library, Foundation events
 - ii. Landscaping: Katie will discuss with Matt Bell and other companies about options
- f. Finance (Ken):
 - i. See above Finance Report
 - ii. Clarkson rep resigned; need to fill role
 - iii. \$500K in 90-day CDs; \$100K in 30-day CD; need to renew 30-day by April 23; Ken will copy in Finance committee and Treasurer (Carrie Pardun) to renew
- g. Marketing (Kris):
 - i. No report
- h. Personnel (Kris):
 - i. Will schedule a time with Finance to discuss wage bands soon; TBD

- j. Lost desk aide at end of February; looking to fill at two people working 10 hours rather than one at 20 hours;

Motions:

- Hire Kelsea Merritt at \$15.34/hour at no more than 12 hours per week at desk aide; Motion by Kris; second by Katie; Approved unanimously
- Hire Joshua Sidebotham at \$15.34/hour at no more than 10 hours/week as desk aide; Motion by Kris; seconded by Katie; Approved unanimously
- Hire Dawn Johnson as sub desk aide at \$15.34 no more than 8 hours/week; Motion by Kris; seconded by Katie; Approved unanimously
- Hire Juliana Neumire as sub desk aide at \$15.34 no more than 12 hours/week; Motion by Katie; seconded by Kris; Approved unanimously

k. Policies (Kris):

i. Reviewed three policies:

1. Public Input & Conduct at Library Board of Trustees; Meetings Procedure: 100-4; no changes; Motion by Kris; seconded by Ken; Approved unanimously
2. Landscape Policy: 200-4; Motion to discontinue; Motion by Kris; seconded by Don; Approved unanimously
3. Power Outage: 200-3; updated with basic wordsmithing; no significant changes; Motion by Mike; seconded by Don; Approved unanimously

ii. Need to update a couple of policies in conjunction with Facilities and full Board

l. Nominating (Katie):

i. No report

Other Business:

- None

Adjournment: Mike moved; Kris seconded; unanimously accepted; meeting closed at 8:18 pm

UPCOMING:

Next Seymour Library Board of Trustees meeting: Wed., May 15, 6:30 pm at Seymour Library