

Seymour Library
Board Meeting
Wednesday, May 15, 2024

Board Attendance:

Libby Caruso (President), Kris Sharpe (Vice President), Mike Andriatch (Secretary), Katie Andriatch, Linda Negus, Don Pophal

Excused: Ken Streb (Finance Officer), Gloria Gustke, Annie Crane (Village rep), Scott Maar (Sweden rep)

Meeting called to order at 6:31 pm

Approval of Agenda:

- Mike moved; Kris seconded. Approved unanimously

Approval of April 17, 2024, Meeting Minutes:

- Don moved; Katie seconded. Approved unanimously (Libby abstention; was not present)

Finance Report:

- May bill signers: Don and Kris
 - Discussed mulching and mowing bills; will pay but will look at other options for the future
 - Questions on Kiwanis "Read Around the World" contest; ok'd
 - Don moved, Kris seconded to pay bills; Approved unanimously
- June volunteers to sign: Libby and Don

President's Report (Libby):

1. No report

Director's Report (Patrick):

1. Happy with all
 - a. Attendance and circulation up
 - b. Eclipse brought in large attendance (other local libraries were closed)
 - c. Great visit from Brockport HS on 4/19 that went exceptionally well; 19 students; another later in school year
 - d. BOCES program has started; reaching adults students from Ecuador, Mexico, and Ukraine; all managed by BOCES; 12 students and growing; working with Foodlink, too; Tuesdays and Thursdays, 5-8 pm; will work on some PR through BOCES
 - e. Alzheimer's support group going well, too
 - f. Working on some grant proposals for tracking books and summer reading (apps); also BISCO (\$2,000), ESL, Wegmans, Monroe County Legislature, John F. Wegman Fund

- g. "Document of Understanding" with Monroe County; needs to go through Board; likely next couple of meetings; in 2024-25 should be able to implement streaming service through this funding through MC
- h. Construction out front is completed
- i. Expected lower door count in May, but year is above 2023

Liaison and Committees:

- a. Friends: No report
- b. Foundation (Katie):
 - i. Checking: \$9,013.06
 - ii. Savings: \$1,676.59
 - iii. Money market account: \$60,153.90
 - iv. 7-month CD: \$52,512
 - v. \$123,356.15 in all funds
 - vi. Want to increase advertising to \$3,000
 - vii. Garden Tour on July 20
 - viii. After Hours tix going to \$30/person (from \$25); adding "at Seymour" to name; no formal program during; music provided by BHS; Nov. 2 is planned date
- c. Village report:
 - i. No report
- d. Sweden report:
 - i. No report
- e. Facilities & Operations (Don):
 - i. Bathroom project:
 1. Outside sewer work is COMPLETED!
 2. Bid package approval (see below)
 3. Advertise June 9 in Westside News
 4. Bids opened July 12, 3 pm; Emily at LaBella will run
 5. Bid awarded July 17 at Board meeting
 6. (Parking lot paved starting Sept. 3)
 7. Bathroom construction to start Sept. 16; two months
 8. Substantially completed by Nov. 18
 9. Construction closeout a week later
 - ii. After Hours event scheduled on Nov. 2 will move to Nov. 16
 - iii. New table being added to family bathroom
 - iv. **Don made motion to approve bid package as published/distributed, contingent on approval of municipalities (Note: Dave Strabel managing that aspect); seconded by Katie; Approved unanimously**
 - v. Approximate cost expected to be around \$100K; about \$75 from other sources (DASNY, Shaffer); about \$25K from Library funds

- vi. **Need to do an asbestos survey; NYS requirement; cost is \$1,975. Don made motion to approve funds to LaBella for asbestos survey (funds to come from Dorcas Michaels funds); Mike seconded; Approved unanimously.**
 - vii. Carpeting: Planning for January 2025 for entire library; perhaps LVT or vinyl in certain, high-traffic, “kid-used” locations; Foundation has agreed to provide 50% of funding (up to \$54,681.50); should have quote in next several weeks; need to determine amount of time project will take.
 - viii. Suggested grand re-opening(s) of Library (one public and private) after these projects; potentially Foundation ticketed event(s)
- f. Finance (Libby):
- i. Staying with Yaeger & Treviso as accountants (other firms were more expensive); working on language for 30-day out; will look at other options for next year; will be filing extension for 990 (tax return); other documents (including AUD) that need to be filed in process
- g. Marketing (Kris):
- i. Will begin looking at next long-range plan
- h. Personnel (Kris):
- i. Met in April (with Finance) to look at wage bands and other issues related to accounting
 - ii. Staff reviews will be done annually; needs to be reflected in handbook
 - iii. Discussed dividend use for CDs; will look at options to address raises for staff; potentially use contingency fund to build
 - iv. Need to get 2023 year-end numbers from Yaeger & Treviso; Patrick to connect with them
- i. Policies (Kris):
- i. No report
- j. Nominating (Katie):
- i. No report

Other Business:

- None

Adjournment: Libby moved; Katie seconded; unanimously accepted; meeting closed at 8:01 pm

UPCOMING:

Next Seymour Library Board of Trustees meeting: Wed., June 19, 6:30 pm at Seymour Library