

Seymour Library
Board Meeting
Wednesday, June 19, 2024

Board Attendance:

Libby Caruso (President), Kris Sharpe (Vice President), Ken Streb (Finance Officer), Mike Andriatch (Secretary), Patrick Pittman (Library Director), Katie Andriatch, Linda Negus, Don Pophal, Helen Wexler, Annie Crane (Village rep), Scott Maar (Sweden rep), Evan Wexler (Clarkson rep), Marianne Virgilio (guest; Foundation rep)

Excused: Gloria Gustke

Meeting called to order at 6:32 pm

Introduced Evan Wexler (Clarkson rep) and Helen Wexler (Clarkson); finance and marketing committees; accountant by trade

Approval of Agenda:

- Kris moved; Mike seconded. Approved unanimously.

Approval of May 15, 2024, Meeting Minutes:

- Libby moved; Mike seconded. Approved unanimously.

Finance Report:

- June bill signers: Libby and Don
 - No questions
 - Don moved, Ken seconded to pay bills; Approved unanimously.
- July volunteers to sign: Linda and Kris
- Katie and Mike not here for July meeting; if others are unavailable, let Libby know; have important contracts to approve and need quorum.

President's Report (Libby):

1. Working on bids (later agenda item).
2. Orienting Helen.

Director's Report (Patrick):

1. Marianne Virgilio reported on July 20 Garden Tour and distributed materials; seven gardens (three repeat from 2023); larger volunteer committee (nine people); twice the paid sponsors of 2023; working on program for the day and recruiting volunteers (distributed sign-up sheet for volunteers).
2. May numbers actually up compared to what was expected (about 11%); trending toward 72-74K for 2024.
3. Implementation of auto renew has started.

4. Kiwanis bookmark program; nice program (645 children) and will assess involvement (hard cover vs. soft cover books; branding issues related to Seymour vs. Kiwanis; doing bookmarks at home vs. in classrooms; other topics).
5. Night at Museum was a strong program.
6. BOCES continues to meet and is unexpectedly growing; 19-36 language learners in program; BOCES great to work with on this; bilingual story time to start.
7. Searching for a new intern.
8. Summer reading (starts June 27): Lugia's ice cream truck, Springdale Farms, app to track reading.
9. DPW has trained Patrick to use the bathroom snake! Village will do maintenance once a week; hope to get through summer before bathroom project and paving this fall.
10. Budget: looking at six-month numbers; steady, predictable, busy.
11. See full Patrick report.

Liaison and Committees:

- a. Foundation (Katie):
 - i. Much discussion on Kiwanis program and branding related to Foundation and Friends paying more; approved to cover.
 - ii. Checking: \$9,317.28
 - iii. Savings: \$1,676.73
 - iv. Money market account: \$60,174.01
 - v. 7-month CD: \$52,731.68
 - vi. \$123,899.70 in all funds
 - vii. After Hours will be Nov. 16; Elaine Bader will help with basket donations.
 - viii. Looking for new members to join; Mary Rich moving to NC in August.
- ii. Friends (Libby): Similar to Foundation; nothing new.
- iii. Village report: (Annie): Sensory play items being placed in Sagawa Park.
- iv. Clarkson (Evan):
 - i. New Deputy Clerk coming on board.
 - ii. Disc golf course (with soccer component) at Hafner.
 - iii. Rebuilt Kimball Lodge.
- v. Sweden report (Scott):
 - i. Leisa Strabel retiring; new person starting this summer: Heidi Librock.
 - ii. Harvest Festival in the works.
 - iii. Working on new water district (south of town).
 - iv. Sweden Town Park: handicapped fishing dock with support from Sweden Foundation.
- vi. Facilities & Operations (Don):

- i. Landscaping: Working with R.M. Landscape on mowing, herbicide, etc.; about \$2,320 per month; also remove old shrubs in winter and do new landscaping in spring 2024; about \$9,000 to start that project; suggests doing as line item budget for some and reserves for new landscaping.
Motion for using R.M. Landscape for maintenance work for 2024 (\$9,280); operating expenses) and then removal and new landscape design for 2025 (reserves); Don moved, Mike seconded; approved unanimously.
- ii. Bathroom project update:
 - 1. Out for bid; advertised starting June 9 in Westside News; open bids July 12 at 3 pm; LaBella is managing process; hope to accept and award contractor at July 17 meeting; bathroom remodel (responsibility of Library) and under slab work (responsibility of municipalities).
 - 2. Sweden will pave parking lot starting Sept. 3; construction is expected to start Sept. 16 on bathrooms; should be substantially completed by Nov. 18; finalize punch list by Nov. 22; hope to be set for the After Hours event on Nov. 16.
 - 3. At some point during construction there will not be any bathroom options inside building; getting bids for temporary, portable bathrooms; Don will look at putting portable bathroom funding options into municipality ask (considering their portion relates to the under slab work).
- iii. Pro-carpet for flooring bid for all of library, expect history room; looking at hiring designer; will ask Foundation to up their portion to full 50% of cost because price will likely be higher than originally estimated.
- vii. Finance (Ken):
 - i. Handling of CDs; currently five (5), \$100K CDs at 90 days and one (1), \$100K at 30 days.
Motion: four (4), \$100K CDs at 90 days and two (2), \$100K at 30 days and continue this pattern until further discussion/change is needed; motion by Ken, seconded by Katie; approved unanimously.
 - ii. Accounting firm discussion; Roberts was \$4K more than Yaeger; Yaeger did a very good job this month; suggests keeping them for this year.
 - iii. On financials, some are “uneven” in monthly numbers based on calendar, staffing changes, building needs, foot traffic, etc. related to health insurance, payroll, and others; Nancy will now send the summary of the monthly bills with the Board packet.
 - iv. 2025 Budget:
 - 1. Tabling “lower fines” topic; waiting on more info and research.
 - 2. Clarkson generously gave additional \$5K for this year; not expected for 2025; down to 2% tax cap.
 - 3. Interest and earning line is anticipated for end of 2024, not 2025 estimate.
 - 4. Table topic re: gifts and donations.
 - 5. Appropriated funds: \$17K net income, should roll forward to use in 2025; part of budget.
 - 6. Personnel costs are flat 2% increase; may need to move to 3%.
 - 7. Increased contractual expenses for books and lawn maintenance.
 - 8. All else is flat.

9. Budget shows surplus of \$14,097.
10. Will present to municipalities in August.

- viii. Marketing (Kris): No report
- ix. Personnel (Kris):
 - i. Met with Finance on May 20; no final decisions but discussed budget and plans.
- x. Policies (Kris):
 - i. Reviewed some policies; discussing one with Facilities next week (6/25 at 4:30).
- xi. Nominating (Katie): No report

Other Business:

- None

Adjournment: Mike moved; Katie seconded; unanimously accepted; meeting closed at 8:15 pm.

UPCOMING:

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