

Seymour Library
Board Meeting
Wednesday, October 16, 2024

Board Attendance:

Libby Caruso (President), Kris Sharpe (Vice President), Ken Streb (Finance Officer), Mike Andriatch (Secretary), Patrick Pittman (Library Director), Katie Andriatch, Gloria Gustke, Linda Negus, Don Pophal, Helen Wexler, Scott Maar (Sweden rep), Ben Reed (Village rep)

Excused: Evan Wexler (Clarkson rep)

Meeting called to order at 6:35 pm

Approval of Agenda:

- Kris moved; Mike seconded. approved unanimously

Approval of September 18, 2024, Meeting Minutes:

- Katie moved; Kris seconded. approved unanimously

Finance Report:

- October bill signers: Kris and Libby
 - Question on landscaping (RM); no further overlap
 - Ken moved; Kris seconded to pay bills; approved unanimously
- November volunteers to sign: Katie and Mike

President's Report (Libby):

1. Will need a rep from Clarkson (Katie's term is up) in December; will discuss at next meeting

Director's Report (Patrick):

1. Got 990s from accountant; need approval on e-filing of it; Ken moved; Don seconded; approved unanimously
2. No longer charged for library cards by Monroe County; looking for approval for removing fee for cost of replacement cards for Monroe County customers; Mike moved; Katie seconded; approved unanimously
3. Seeking grant from RRLC for digitization and web development
4. Need approval for dates for closure for holidays for 2025; will discuss and approve at November meeting
5. Construction has not slowed building usage; patrons not deterred by temp rest rooms
6. Circulation up 20%; still strong numbers for programs/story times;
7. Truck rodeo was big event for last month; 150-175 people
8. Started Sweden Story Trail in Sweden Town Park; \$145 for entire project; interest in something more permanent there; will investigate over longer stretch of time and assess and potential issues (blind spots, vandalism, etc.); Katie suggested alignment with the School District for younger grades; Patrick will explore
9. Discussed dogs in the library: ADA/service animals, emotional support, therapy; ADA: yes; emotional support: no; therapy (invited): yes; all laid out in our policies

- 10. Patron Bill of Rights: Patrick put something together and shared with Trustees
- 11. See Patrick's report

Liaisons and Committees:

- i. Foundation (Katie):
 - i. Next meeting is 10/28

- II. Friends (Libby):
 - i. Next meeting is 10/21, 3:30 pm
 - ii. Book sale coming soon

- III. Village report: (Ben):
 - i. Ben will be a judge in Dog Halloween Party (10/27)

- IV. Sweden report (Scott):
 - i. No report

- V. Clarkson (Evan):
 - i. No report

- VI. Facilities & Operations (Don):
 - i. Restroom project update: No employee restroom at this time; hoping to have operational this week; about a week behind the overall schedule
 - ii. Looking for solution to tiling entryway/vestibule to the building (separate project); likely done over a weekend in early November; \$11,555.36 for total project; includes \$2,291.88 for materials; funds will come out of reserves/flooring project budget; Don moved; Ken seconded; approved unanimously
 - iii. First invoice for restroom project will be payable in November; will be approved at Nov. 20 meeting
 - iv. Looking to have LaBella work on contract for vestibule flooring not to exceed \$1,000 (with GP Flooring); Don moved; Ken seconded; approved unanimously
 - v. Sending municipalities invoices on under slab work (about \$14K)
 - vi. Brockport fixing light on flagpole before Veterans Day

- VII. Finance (Ken):
 - i. CDs: all have come due (\$600K):
 - 1. Four (4) at \$100K for 90 days
 - 2. One (1) at \$150K for 30 days (Oct. 23)
 - 3. \$50K to Five Star account to cover coming expenses
 - ii. New York Class: allows us to invest additional funds (not a higher percentage than CDs); Village does about two-thirds of funds with NY Class, one-third in CDs; all three municipalities are using NY Class currently; we would need to do through municipalities (agreement with each) to allow us to manage funds this way; only fee would be wire transfers; no other transaction fees; will discuss with key players on how it will show on Library balance sheet; motion to have Finance Committee

pursue concept of NY Class to work with municipalities and bring resolution forward; Ken moved; Don seconded; approved unanimously

- iii. Shared balance sheet and what appears to be monthly “loss”; it is not; situation is timing issue with when funds come in from different municipalities (Clarkson and Sweden in January, Brockport in June); will be corrected (with adjustments) for 2025 budget

VIII. Marketing (Kris): No report

IX. Policies (Kris): No report

X. Personnel (Kris)

- i. Intern moving to Library Assistant (contractor basis in January); Mark Francisco; Sept. 23, 2024 at \$16.75/hour (no benefits); terminates 12/31/2024; Kris moved; Mike seconded; approved unanimously
- ii. Nov. 7, 1 pm: 25th anniversary celebration for Mary Gyra; lunch and gift card to Sara’s as gift
- iii. CEU requirements: Patrick will send website for people to complete; end of November; send Patrick note when completed

XI. Nominating (Katie): No report

Other Business:

- None

Adjournment: Motion by Mike, seconded by Katie; unanimously accepted at 8 pm.

UPCOMING:

Next Seymour Library Board of Trustees meeting: Wed., Nov. 20, 6:30 pm at Seymour Library