

Seymour Library
Board Meeting
Wednesday, November 20, 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, Scott Maar (Sweden rep), Marianne Virgilio (Foundation rep)

Excused: Gloria Gustke, Ben Reed (Village rep), Evan Wexler (Clarkson rep)

Meeting called to order at 6:30 pm

Approval of Agenda:

- **Mike moved; Katie seconded. Approved unanimously**

Approval of October 16, 2024, Meeting Minutes:

- **Kris moved; Katie seconded. Approved unanimously**

Finance Report:

- November bill signers: Katie and Mike
 - "Credit" from one vendor; need to let them know before
 - **Mike moved; Katie seconded. Approved unanimously**
- December volunteers to sign: Don and Linda

Foundation Report (Marianne):

1. Looking for members; at 10 currently; some out of town, some dealing with health issues, some have left, some not sure of future role; have lost significant leadership
2. Can have 15 on Board (per by-laws)
3. Marianne finished with temp leadership role at end of 2024 (has previous commitment)
4. Donna Mancuso will be secretary and Carol Gravetter will be treasurer; no candidate for President or VP
5. Skills needed: leadership and people with finance/bookkeeping skills
6. Working through a list of names
7. Libby: MOU that we have talked about previously still out there; need to have more solidly functioning Foundation

President's Report (Libby):

1. No report

Director's Report (Patrick):

1. Door count and building usage have surpassed last year's numbers as of yesterday!!! People are still coming, regardless of issues with restrooms.
2. Number of programs is flat, but participants have surpassed 2023. Same with circulation.

3. 2024 budget coming into focus for year-end.
4. 2025 planning:
 - a. Institutional partnership with a program we are doing: Mission to a Million Minutes! Readathons, community reading events, walks around Brockport, and more.
 - b. Sweden Story Trail was successful; good data; open to on-going; talking with Sweden Community Foundation and perhaps Sweden Rec program
 - c. For restrooms: feminine hygiene station and a changing station. Seeking interest with local organizations. Suggested he speak with Jackie Smith.
5. Sara Meyers retires tomorrow; have prospective marketing communications clerk to replace her
6. Staff reviews begin after Thanksgiving; will meet jointly with Finance and Personnel for more info on Dec. 16 at 5:30 pm
7. Halloween and Veteran's Day programming changed up a bit and very successful
8. Switched to ADP for payroll this year; missed a floating holiday in handbook; staff recommends we close on Dec. 26 to make up for it; **Mike moved, Katie seconded; Approved unanimously.** Policy will be fixed for 2025.
9. Holiday closures for 2025: Jan. 1, May 26 (Memorial Day), July 4, Sept. 1 (Labor Day), Nov. 26 (Thanksgiving Eve at 4 pm), Nov. 27, Dec. 24 (Christmas Eve, 4 pm), Dec. 25, Dec. 31 (4 pm), Jan. 1, 2026. Open MLK Day, Presidents' Day, Juneteenth, Veterans' Day. **Kris moved, Ken seconded, Approved unanimously.**

Liaisons and Committees:

- i. Foundation (Marianne):
 - i. Annual appeal going out before Thanksgiving
 - ii. See above as well
- II. Friends (Marianne):
 - i. Successful book sale in October; raised \$2,300 or so
- III. Village report:
 - i. No report
- IV. Sweden report (Scott):
 - i. Requesting resolution for Class NYCLASS decision
- V. Clarkson (Evan):
 - i. No report
- VI. Facilities & Operations (Don):
 - i. Restroom update: total cost: \$168,394
 - ii. Update on tiling in entryway/vestibule: recommending update to original proposal: sum of \$3,340 for Pedimat Walk-Off in addition to tile molding and walk-off Pedimat. **Don moved, Ken seconded; Approved unanimously.**
 - iii. Official request from Shafer Fund in the amount of \$14,706.33; to be presented by Libby

- iv. Discussion re: renovating the Mother's Room/Children's Room: "naming" of the room a possibility; soliciting local businesses to support the Seymour Foundation; creation of ad hoc committee to explore: **Don moved, Libby seconded; Approved unanimously**
- v. RM Landscaping: to review landscaping in 2025

VII. Finance (Ken):

- i. CD review: Recommend in January 2025 to invest Town of Clarkson and Town of Sweden funds in 30 day CDs.
- ii. CD funds demonstrate adjustment for payment of Capital Projects with expectation of return of monies from grants. \$250,000 is reflected in reduction of CD balance with expected return of \$158,000 from grants in 2025

VIII. Marketing (Kris): No report

- i. Item

IX. Policies (Kris): No report

- i. All policies are up to date for 2024

X. Personnel (Kris)

- i. Luncheon on Nov. 9 was well received; congrats to Mary Gira on her 25 years!
- ii. Meeting Dec. 16 with Personnel to approve staff reviews

XI. Nominating (Katie): No report; to present at December meeting

Other Business:

- None

Adjournment: **Motion by Libby, seconded by Helen; Approved unanimously at 8:18 pm.**

UPCOMING:

Next Seymour Library Board of Trustees meeting: Wed., Dec. 18, 6:30 pm at Seymour Library