

Seymour Library
Board Meeting
Wednesday, December 18, 2024

Board Attendance:

Libby Caruso (President), Kris Sharpe (Vice President), 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), Marianne Virgilio (Foundation rep)

Excused: Ken Streb (Finance Officer), Evan Wexler (Clarkson rep)

Meeting called to order at 6:32 pm

Approval of Agenda:

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

Approval of November 20, 2024, Meeting Minutes:

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

Finance Report:

- December bill signers: Don and Linda
 - Reasonable gas bill this month; “fixes” to system seems to have worked
 - Electric bill: no more solar credits (since May)
 - One large bill: Whitney East for \$109K+ for bathroom project
 - **Don moved; Linda seconded. Approved unanimously**
- January volunteers to sign: **Kris and Mike**

President’s Report (Libby):

1. Shafer Trust: Can get \$14,706 to replenish account we used to pay Whitney East; **Libby moved to get funds from Village; Don seconded. Approved unanimously.**

Director’s Report (Patrick):

1. StoryWalk at Sweden Town Park: Discussed interest in pursuing partnership with Town of Sweden and others. Would be a permanent installation with five partners as part of an ad hoc committee: Library (Patrick), Trustees of the Library (Libby or designee), Sweden Recreation Foundation (Wayne Zura), Sweden Clarkson Recreation Center (Jill Wisnowski and/or Adam Shade), Town of Sweden (Patty Hayles or rep). **Motion to create the ad hoc committee to explore permanent structure: Kris moved, Mike seconded. Approved unanimously.**
2. Data analysis of numbers; ahead in all categories over 2023. Great year!! Final numbers in January.
3. Noted staffing updates related to numerous roles and civil service exams.
4. Going to Rec Center in January about streamlining programming.
5. Long-range plan is coming up. Will expire at end of 2025.

6. About \$20K raised for some operations to help alleviate “pain points” in budget; will work in collaboration with Foundation.
7. Sustainability: looking at options around e-books vs. “regular” books around costs. System-wide issue.
8. Canopy starts Jan. 2; streaming services available for all card holders in Monroe County.

Liaisons and Committees:

- i. Foundation (Katie and Marianne):
 - i. Foundation met Monday; Mariane is President, Marilyn Hill is VP; Carol Gravetter is Treasurer; donna Mancuso and Eileen O'Hara will split secretary role
 - ii. Cat Bauer and Kathy Dixon as new members
 - iii. Financials: \$128,850.24 total assets
 - iv. Looking at Whitehall for a community event, but spacing concerns for now; updated venue space in June (will be considered)
 - v. Discussed events for 2025 fundraising: Will hold “After Hours” at Library in fall; garden tour in summer (working with others for new gardens to highlight); Sweet Reads in February; two book sales for Friends group as well
 - vi. Annual Meeting will be in January 2025
 - vii. Patrick will share cyclical calendar for traffic patterns with Foundation
 - viii. Still seeking reps who may have accounting, finance, etc. roles
 - ix. Discussed idea of bookkeeper providing some time to manage Foundation funds
 - x. Annual fund letter went out just before Thanksgiving; a little over \$10K in gifts received; last year had about \$13K total
- II. Friends: No report
- III. Village report (Ben):
 - i. Winter market and parade were successful
 - ii. Boathouse is underway
 - iii. Main Street bridge is still on schedule for completion in Feb.
- IV. Sweden report (Scott): No report
- V. Clarkson: No report
- VI. Facilities & Operations (Don):
 - i. Tile work is now 100% complete! \$14,795.36 bill still to be paid.
 - ii. Next task: flooring for rest of Library. \$54,682 will be coming from Foundation. Libby made suggestion to just do Duryea Room now and hold off on others (budget reasons). Don suggested looking at local support for possibly naming other spaces within Library, and using funds for carpeting in there.
 - iii. **Libby moved to do Duryea room with LVT and hold on rest; Mike seconded; Approved unanimously.**
 - iv. Potential significant landscaping in spring/summer/fall; about \$75K per RM Landscaping.

VII. Finance (Helen and Patrick for Ken):

- i. Helen will follow up with Lisa regarding whether we should accrue the June payment from the Village starting in June or July to match the fiscal year.
- ii. We have not received any follow up from the municipalities regarding NY Class funds. We can't proceed with this until the municipalities provide a path forward.
- iii. We will continue to renew the CDs and add amounts to the CDs when the funds from Clarkson and Sweden are received.
- iv. CD 9980 (90 day) for \$313,331 is up for renewal this coming Monday, 12/23. Recommend renewing the amount for 90 days but split it into three separate CDs. Not sure how these got lumped together but we need to change it going forward.
- v. CD 4699 (30 day) for \$55,936 is up for renewal this coming Monday 12/23. Recommend renewing this CD for 90 days.
- vi. Insurance payment of \$23,442; no advantage to paying a lump sum.

VIII. Marketing (Kris): No report

IX. Policies (Kris): No report

X. Personnel (Kris):

- i. **Motion to pay increases to staff that Patrick defined (0-3.4%) for 2025: Kris moved, Katie seconded. Approved unanimously.**
- ii. **Motion to hire Cheryl Romme (marketing and promotions clerk) for up to 15 hours (\$16.75/hour); Kris moved, Katie seconded. Approved unanimously.**
- iii. **Motion to hire Hannah Christensen as a sub-desk clerk on an as-needed basis (\$15.34/hour); Kris moved, Katie seconded. Approved unanimously.**
- iv. Creating program allow part-time employees to accrue time-off, at appropriate percentages based on hours worked.

XI. Nominating (Katie):

- i. Recommended slate of officers for 2025: Libby to remain as President; Linda as VP; Ken as Finance Officer; Mike as Secretary. Will be voted on at January meeting.

Other Business:

- No other business.

Adjournment: **Motion by Libby, seconded by Kris; Approved unanimously at 7:56 pm.**

UPCOMING:

Next Seymour Library Board of Trustees meeting: Wed., Jan. 15, 2025, 6:30 pm at Seymour Library