

**Seymour Library**  
**Board Meeting**  
**Wednesday, December 18, 2024**

Board Attendance:

Libby Caruso (President), Kris Sharpe (Vice President), Mike Andriatch (Secretary), Patrick Pittman (Library Director), Gloria Gustke, Linda Negus, Don Pophal, Helen Wexler, Ben Reed (Village rep), Evan Wexler (Clarkson rep)

Excused: Scott Maar (Sweden rep), Ken Streb (Finance Officer), Marianne Virgilio (Foundation rep)

Meeting called to order at 6:36 pm

Approval of Agenda:

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

Approval of November 20, 2024, Meeting Minutes:

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

Finance Report:

- January bill signers: Kris and Mike
  - Couple of small questions
  - **Kris moved; Mike seconded. Approved unanimously**
- February volunteers to sign: Helen and Gloria

President's Report (Libby):

1. Kate Kosior (Clarkson) has been nominated and approved as the third member of the Clarkson contingent for a seat on the Board. It is hoped she will attend our next meeting in February.
2. Libby meeting next week with Marianne Virgilio and Foundation for updates on numerous projects and initiatives.
3. Libby will contact individuals re: committees.
4. Libby and Patrick meeting with Town of Sweden on Story Walk and how it fits with their plans.
5. Library is a "warming center" (during open hours).

Director's Report (Patrick):

1. Great info in his report.
2. 2024 was a strong year; door count up 10% over 2023! More people coming to programs than 2022 and 2023.
3. Circulation is at pre-Covid numbers; 147,000 items circulated. Wants to push it higher.
4. Advocacy: meeting with Senator Robert Ort tomorrow. E-books and capital construction funds are topics to address. Sent us info on training session (could be used for Trustee training) on advocacy for next Wednesday.

5. Working with Foundation on ideas for moving forward. Suggesting corporate campaign.
6. BOCES will start up program again for English learners in 2025. Transportation is an issue to figure out. Will push back to BOCES for them to explore options.
7. HVAC: Good – Village approved three-way valve to be replaced on heating system. Has been completed and working well. Bad – Boiler inspection every two years. We pay for inspection; municipalities pay if there are issues. There is an issue that will be addressed with municipalities.
8. Nancy Powell has announced retirement effective June 26. Looking at 60-day training window and putting position description together.
9. Yaeger-Treviso (accountants): Need new engagement agreement signed; increased 990 cost of \$100 over 2024. **Don moved, Mike seconded Cari Pardun (Village) to work with them on accounting, tax returns, NYS annual report. Approved unanimously.**
10. Friends and Foundation of Rochester Public Library giving library \$12,182.36 from Tummonds Fund for 488 printed books, 12 e-books, 52 audio books; **Don moved, Linda seconded motion for Libby to sign off on agreement. Approved unanimously.**
11. Lisa Marou (CPA) will attend our Feb. meeting. Board prefers she attend in person.
12. Starting this year, there will only be one meeting of all of the municipalities with the library; likely late August. Patrick will send year-end report to all three by March 24.

#### Liaisons and Committees:

- i. Foundation (Libby): No report
  
- II. Friends (Libby): No report
  
- III. Village report (Ben):
  - i. Discussed Morgan-Manning House fire
  
- IV. Sweden report: No report
  
- V. Clarkson (Evan):
  - i. Approved allocation to library
  - ii. Approved multi-sport 18-hole disc sport course at Kimball Park
  
- VI. Facilities & Operations (Don):
  - i. Invoice received for entryway. Will be paid between meetings.
  - ii. Will have next Facilities meeting before Feb. meeting.
  - iii. Working with Marianne Virgilio and Spurr re: gift for flooring in Duryea Room.
  
- VII. Finance (Helen for Ken)
  - i. Cashed in one CD in December (\$56K) to cover bills
  - ii. Getting municipality funds in from Clarkson and Sweden over next month or so
  - iii. Keep \$120-125K in checking, invest rest in CDs
  - iv. Year-end P&L ... everything in-line and happy with numbers
  - v. Looking to develop a wish/priority list for library needs

VIII. Marketing (Kris): No report

IX. Personnel (Kris):

- i. Handbook update needed; will do at next meeting

X. Policies (Kris): No report

XI. Nominating (Libby):

- i. Slate of officers for 2025: Libby to remain as President; Linda as VP; Ken as Finance Officer; Mike as Secretary. **Motion from Don, Kris seconded. Approved unanimously.**

Other Business:

- Patrick shared info on Sweet Reads fundraiser around Valentine's Day. Encouraged people to participate.

Adjournment: **Motion by Mike, seconded by Helen; Approved unanimously at 7:33 pm.**

UPCOMING:

*Next Seymour Library Board of Trustees meeting: Wed., Feb. 19, 2025, 6:30 pm at Seymour Library*