

Seymour Library Board of Trustees
Meeting minutes March 19, 2025

I. Call to Order and Attendance

Meeting called to order at 6:34 L Negus in place of E Caruso

Attendance: D Pophal, K Sharpe, L Negus, P Pittman, K Krosier, J Pruss, K Streb

Excused: G Gutske, E Caruso, H Wexler

II. Guests/Public Comments: M Virgilio, B Reed

III. Action Items:

1. Adoption of Agenda: Motion to adopt agenda by K Streb , 2nd by D Pophal. Motion passed unanimously.
2. Approval of Minutes: motion to approve meeting minutes of Feb 2025 by Kate , 2nd Ken S Motion passed unanimously.
3. Finance Report:
 - a. March bill signers: K Streb, L Negus
 - b. Volunteers to sign in April: Kate, Don P
 - c. Motion to approve bills to be paid by K Streb 2nd L Negus. Motion passed unanimously.

IV. Reports/Discussion Items:

1. President's Report:

New Trustee from Clarkson: Julie Pruss introduced. Don Pophal won an RIT award and made a donation of \$2500 to the Seymour Library.

2. Director's Report: P Pittman

- Approval for annual year-end report requested. 1st motion: D Pophal, 2nd L Negus: motion to approve Year End Municipal Report. Motion passed unanimously
- Request for grant acceptance from FFRPL in the amount of \$14019.85 for print and electronic material. 1st motion: L Negus, 2nd motion K Streb. Motion passed unanimously
- March Staff Day was cancelled, and requested to be moved to April 28th. 1st motion: L Negus, 2nd D Pophal, Motion passed unanimously
- Eagle Scout will be constructing picnic tables and window boxes for the Library
- Seeing an increase in group use of Library space
- Book challenge: confusion of cataloging therefore placement of specific book in the Library in question. Patrick was able to mitigate the challenge, and placed in a cataloging agreeable area of the Library
- Lawyer met with Patrick in regards to an estate.
- Discussed Trustee Liability Insurance, \$900 covering all Trustees and Director. \$1,000,000 aggregate. 1st motion K Streb, 2nd D Pophal to cover 12 months from day of issue. Motion passed unanimously

3. Liaison and Committee Reports:

- **Friends:** Annual book sale April 23-26
- **Foundation:** M Virgilio

Meeting held in Feb: annual meeting. Board is nearing full membership. Planning fundraising: Garden Tour, After Hours, Annual Fund-Letter. Approval of \$2500 to match D Pophal donation to be used for furniture purchase

- **Village Report:** B Reed
Budget planning in process, status of bridge opening: May 2025
- **Sweden/Clarkson Report:** None
- **Facilities:** D Pophal: Flooring bid reviewed: Presented 3 bids for flooring in the Duryea Room. To be presented to the Foundation for approval for payment. 1st Motion: D Pophal to accept the bid for \$12764.31 from ProCarpet 2nd motion K Streb. Motion passed unanimously
- **Finance:** K Streb: 2 CD's reviewed with \$100,000 in each and 1 \$117,093 coming up for renewal March 25, 2025. The Finance committee and Patrick continue to focus on a comprehensive investment strategy for the Library.
- **Marketing/ Strategic Planning:** K Sharpe: Reviewed beginning of Strategic Planning for 2025-2027 Plan and reviewed appropriate committee input, ie: Facilities, Finance
- **Personnel** L Negus: Addendum reviewed for Policy 300-1 of the Employee Handbook: Part-time Off/PTO.
- **Policy:** K Sharpe: Reviewed the Part-time/PTO for part-time staff. 1 motion: K Sharpe, 2nd motion: L Negus, Motion passed unanimously
- **Nominating Committee:** D Pophal: 1st motion D Pophal, 2nd motion L Negus to approve K Sharpe as Secretary of Library

Motion to adjourn at 8:10 by L Negus, 2nd K Sharpe. Unanimously approved.