

Seymour Library Board of Trustees
Meeting minutes May 21, 2025

I. Call to Order and Attendance

Meeting called to order at 6:30;

Attendance: D Pophal, K Sharpe, L Negus, P Pittman, K Streb, L Caruso, K Kosier

Excused: H Wexler, G Gustke, J Pruss

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

III. Action Items:

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

IV. Reports/Discussion Items:

1. **President's Report:** Meeting with M Virgilio, President of the Seymour Library Foundation to discuss future plans and collaboration.

2. **Director's Report:** P Pittman

- Completed draft of 990 received. Motion to approve the 990 as submitted, 1st motion: K Streb, 2nd K Sharpe, Motion passed unanimously
- Grants/donations: education to the Board in regards to Grants Patrick work on
- Patrick has been cross training Lauren D, Children's Librarian in grant writing
- Seed Library: 250 seeds have been distributed
- 3D print class- successful
- Story Time participation increase noted
- Summer Reading has been funded, getting ready to start
- 10 replacement computers have been received
- 2 Civil Services positions are being canvassed
- Library Bookkeeper retirement June 26, 2025
- Patrick has been managing public issues thru the incident report process

3. **Liaison and Committee Reports:**

- **Friends:** Book sale earned \$3000, preparing for summer reading with funding of \$13,000. Starting a membership drive
- **Foundation:** M Virgilio: Garden Tour on July 19 kick-off of fundraising initiatives, funding Eagle Scout project provided, After Hours Oct 4th
- **Village Report:** B Reed: June 13 Boat House and Pedestrian Bridge dedication
- **Sweden/Clarkson Report:** None

- **Facilities:** D Pophal: RM Landscaping contract in the works, Tables/chairs: for the Duryea Room: 8 tables: \$4246, 32 chairs: \$1954 less \$5000 donation from the Seymour Library Foundation. Motion to purchase tables and chairs: 1st D Pophal, 2nd K Sharpe. Motion passed unanimously. Proposal by the Village to donate 2 EV charging stations to be placed at the Library. More information needed for accessibility issues.
- K Sharpe: Presented Pavilion project in collaboration with Sweden Foundation, Sweden Community Foundation, BISCO for funding for the placement of the Pavilion. Motion to move forward with placement of Pavilion: 1st K Sharpe, 2nd L Caruso. Motion passed unanimously
- **Finance:** K Streb: Review of CD's and current finances. Motion to keep a goal of \$100,000 emergency expenditures as available cash. 1st K Streb, 2nd D Pophal. Motion passed unanimously.
- **Marketing/ Strategic Planning:** K Sharpe: Review of current Long Range Plan review, goal to complete by August for presentation to the Municipalities at the combined meeting
- **Personnel** L Negus: No report
- **Policy:** K Sharpe: Meeting Room Policy brought to the Board: Motion to adopt the Meeting Room Policy 800-5 1st K Sharpe, 2nd D Pophal. Motion passed unanimously. Policy 800-6 History Meeting Room policy was brought to be removed.(combined with the Meeting Room Policy) 1st K Sharpe, 2nd L Caruso. Motion passed unanimously
- **Nominating Committee:** No report
- **Ad-Hoc Committee:** Collaboration with Sweden Community Foundation, Seymour Library Foundation, BISCO other funding sources for Library Projects

Motion adjourned at 8:23 pm 1st motion K Sharpe, 2nd L Caruso Unanimously approved.

Next meeting June 18th at 6:30 pm