

# Seymour Library Board of Trustees

## Meeting Minutes August 20, 2025

### I. Call to Order and Attendance

- Meeting called to order at 6:34PM
- Attendance:
  - Present: L Caruso, K Kosior, L Negus, P Pittman, D Pophal, K Streb, H Wexler, K Sharpe
  - Excused: J Pruss

### II. Guests/Public Comments: T. Guarino, M. Virgilio

### III. Action Items:

1. Adoption of Agenda:  
Motion to approve adoption of August 20, 2025 agenda
  - a. 1<sup>st</sup>: D Pophal
  - b. 2<sup>nd</sup> K Streb
  - c. Motion passed unanimously.
2. Approval of Minutes:  
Motion to approve meeting minutes of July 16
  - a. 1<sup>st</sup> D Pophal
  - b. 2<sup>nd</sup> K StrebMotion passed unanimously.
3. Finance Report  
Motion to approve bills to be paid
  - a. 1<sup>st</sup>: K Streb
  - b. 2<sup>nd</sup> H Wexler
  - c. Motion passed unanimously.

August Bill Signers: G Gustke, H Wexler

Volunteers to sign bills in September: L Negus, K Kosior

### IV. Reports/Discussion Items:

1. President's Report (L. Caruso)
  - We need to do Patrick's review; suggests we do direct reports and board members only
    - i. Feedback Patrick received last year: people who had been employed 5+ years were unhappy they'd been left out; if we included everyone except pages, we would ask six individuals

- ii. We are somewhat short on time; doing direct reports only will simplify for this year; Libby will decide and let us know
- Our appointments are a max two 5-year terms; would like us to consider 3 3-year terms max instead. Could help with recruitment. Would require bylaw change and taking it to the municipalities for a change to the JOA. Libby will reach out to the supervisors for feedback and then we can decide
- Summer has been great and great feedback from community members
- 2. Director's Report (P. Pittman)
- Summer reading
  - i. Program is over! A lot of implementation of patron suggestions from last year. This year 162,000 minutes of kids' reading as opposed to 137K last year. Simpler tracking system, and more crossover
  - ii. Huge uptick in tween participation after putting in a lot of work with that demographic and offering volunteer opportunities
- Staff starting to take vacations for needed R&R
- YTD usage and traffic has gone up by about 4K people this year, 5-7%
  - i. At some point, there will be a tipping point where there will not be enough staff if the library continues to grow. This is not imminent but is something that needs to be planned for in the coming years.
    - 1. Space, furniture, and technology already need updates; 3-5 years from now, that obsolescence will be further amplified
      - a. The new server is here and will be installed by the end of September, which should keep us up to date for the next 7 years
    - ii. Should also consider a space analysis to determine how to get the most out of the library space. Cost varies. Vargas Assoc. is one and MCLS might also have a contractor to do it.
- Work study is coming back!
  - i. Town of Sweden will take care of the story walk and students will put it on
- Star Party: October 4, 2025, there will be a Star Party. Program in conjunction with MCLS and RMCS about the night sky and astronomy. Soft agreements on cider and cocoa and donuts
- Patrick will be moderating and presenting at a panel at the NY Library Association convention in November
- 3. The Pavilion (K Sharpe):
- Town of Clarkson has permit applications (\$350); \$19,476 will be the total cost; T. Guarino and K. Sharpe have discussed in kind work/labor/stone to be done.

- i. Need to go about requesting funds from all our donors to collect the money. We put 1/3 down, the remainder will need to be paid at installation; all funds will go to the Foundation and the Foundation will pay the contractor
- ii. The staking was completed; Patrick will call 811 to ensure it's an appropriate location for utilities, etc. but no problems anticipated

#### **4. Liaison and Committee Reports:**

- Friends:
- Foundation (M Viriglio)
  - Garden tour: 63 advance reservations; 20 walk ups. Income: \$2075 from tickets and \$1700 in sponsorships (\$3775 total). Color brochures with sponsors made a big difference. Already planning 2026. "Are we getting enough out of this?" late promotion of gardens/adding interest to event. New chair has been appointed for 2026
  - New person chairing After Hours on Saturday, October 4 from 7PM-10PM, tickets will be \$25/per person and will include a live auction and silent basket auction (looking for donations from sports, etc); no entertainment provided; the Star Party will be taking place at the same time and hopefully support each other; dress code: business casual
  - New board member: Kat Bauer with a lot of experience and ideas, and is connecting with the Wegman Family Foundation for additional support for the pavilion project that might allow for upgrades (i.e. electricity) which might lead to larger project support
- Sweden/Clarkson Report (T Guarino)
  - Very successful Clarkson Good Neighbor Day, largest turnout
- Facilities (D Pophal)
  - We should create a list of projects that need to be done so we can prioritize
  - Will reach out to contact for space utilization
  - Looking to get quotes for flooring soon
  - DASNY Grants for doors and heat pump have been submitted
- Finance/Budget (K Streb)
  - CD's are being renewed; process is going fine
  - Will go in jointly with the facilities committee on the project list
  - Joint Meeting on September 15 @ 5:30PM
  - Budget: preliminary discussion and presentation by Patrick Pittman
    - Agree to adopt as presentation budget
    - Recommend trustees attend to support Patrick as he presents to towns

- Marketing/ Strategic Planning (K Sharpe)
  - Long range plan: not due until October; will get the final edits taken care of; email K Sharpe with proposed edits
  - Submit it to the municipalities via email and have them comment; we can attend a meeting if there are questions/ if a presentation is requested
- Personnel (L Negus)
  - Retroactive hires to approve: Leah Graham started at \$15.50/hr for 8 hours on July 22<sup>nd</sup>; Lillian Porteus at \$15.50/hr for 8 hours as page; Kimberly Wake at \$16/hr on July 18 for 15 hrs per week; all replacing college students who have left for school
    - Motion to retroactively approve these three people
      - 1<sup>st</sup> Linda Negus
      - 2<sup>nd</sup> L Caruso
        - Approved unanimously
    - New senior clerk will be here full time; she started this year at a low rate. Recommend Nicole be started at \$42,000 in next year's budget
      - Motion to approve this salary increase in January
        - 1<sup>st</sup>: L Negus
        - 2<sup>nd</sup>: D Pophal
          - Patrick recommends we vote in October
- Policies (K Sharpe)
  - Will meet in September
  - Up to date, but will start a head start for 2026
- Nominating Committee (G Gustke)
  - Will need to get a meeting together ASAP to put together a slate for positions (president, vice president, treasurer, secretary)
    - Will need to check on term limits for each member

Motion to adjourn at 8:42 pm

1<sup>st</sup> L Caruso

2<sup>nd</sup> L Negus

Motion passed unanimously.

Next meeting September 17, 2025 at 6:30 pm

Respectfully submitted,

Kate Kosior