

Seymour Library Board of Trustees

Meeting minutes July 16, 2025

I. Call to Order and Attendance

Meeting called to order at 6:32;

Attendance: D Pophal, K Sharpe, L Negus, P Pittman, K Streb, L Caruso, K Kosior, J Pruss, H Wexler, G Gustke

Excused: N/A

II. Guests/Public Comments: B Reed, T. Guarino

III. Action Items:

1. Adoption of Agenda: Motion to adopt agenda 1st: K Streb; 2nd K Sharpe

Motion passed unanimously.

2. Approval of Minutes: motion to approve meeting minutes of June 2025 by 1st K Streb, 2nd K Sharpe. Motion passed unanimously.

3. Finance Report:

a. August bill signers: G. Gustke, H. Wexler

b. Volunteers to sign in July: K Kosior, K Streb

C. Motion to approve bills to be paid: 1st K Streb, 2nd K Kosior; motion passes unanimously

IV. Reports/Discussion Items:

1. President's Report:

A. Budget Meeting is Tuesday, August 26th with the municipalities

B. The building is very busy

2. Director's Report: P Pittman

● Summer reading: Sign ups and participation are way up this year; the program will close the second week of August after which data will be available

● We are awaiting Tri Delta's work on the server

- July 26 the Eagle Scout will deliver the picnic tables for the new pavilion and outdoor space. Pictures will be taken for the West Side News

- August 9-10 is the Brockport Arts Festival and the library will be represented. Please contact Patric if you would like to volunteer at the table
- October 4 there will be an afterhours event for the Foundation in the evening to coincide with a Stargazing Program that is happening outside in collaboration with the Rochester Museum and Science Center and Monroe County Library System
- November 5-8 is the NY Library Association conference and Patrick will both present and moderate at the conference

3. Pavilion Report

- The pavilion project is moving forward with a 12x24” shed ordered. The pavilion will not be electrified and will sit on a base of gravel which needs to be completed; T. Guarino of Clarkson asked P. Pittman to contact the town for possible solution
- There are 5 funders for the pavilion: \$10K from the Foundation; \$5K from the Sweeden Community Foundation; \$5K from BISCO; \$1K from Canandaigua Nat’l Bank with \$5K pledged, and \$1500 from the Suzanne Lee Trust. The cost of the project did not meet the standards that would require a competitive bid
- The Pavillion will require a sidewalk for ADA compliance, which could come from additional funds/overages in donations
- The Sweden Community Foundation would like a ribbon cutting and recognition of donors
- MOTION to approve an outdoor education pavilion at a cost of \$19,476 as a public works project: 1st K Sharpe, 2nd H Wexler, approved unanimously
- L Caruso will send notice to the municipalities advising them of the plan and their responsibilities to get approval of the project. Clarkson will not issue a permit until the three municipalities OK the project to move forward
- The Foundation will gather and manage all funds for this project

3. Liaison and Committee Reports:

● **Friends:** No report provided

● **Foundation:** The foundation would like to have a meeting with the board to discuss the direction of fundraising in the future; they are anxiously preparing for the Garden Tour on July 19th; They will gather and manage funds for the Pavillion. The Bylaws Committee has been updating their bylaws. They will provide information on their October 4 After Hours event soon

● **Village Report:** B Reed--the bridge reopening is pushed back to August 4; the Smith Street Bridge will be next in line for closure/repair; the Arts Festival is anticipated to be bigger this year;

● **Sweden/Clarkson Report:** T. Guarino: They are halfway through the town water project and working to redesign the park to include splash pads; there are plans to move the town hall; the Mobile DMV will be at the Clarkson Courthouse 7/23; Clarkson Good Neighbor Day is 8/18

● **Facilities:** DASNY grant application is due August 15 and we will be applying for new automated doors and a new geothermal HVAC system

● **Finance/Budget:** \$193,000 in savings; \$125,000 was sent to CD's after June 30 and includes money from the municipalities. The expenditures on the balance sheet show we are under budget but we may need to tweak some of the statements to give a more accurate picture; In the upcoming fiscal year, there is not an automatic 2% increase in the budget guaranteed. Areas of note for the upcoming budget: Patrick's salary, Nicole's salary, an increase in contractual expenses. The adoption date for the budget will be in October

● **Marketing/ Strategic Planning:** the 2026-2028 Strategic Plan was drawn up by the committee and includes 5 initiatives. This is a living document versus annual goals as in the old document. The plan was distributed and members are asked to read it over and message any changes to K. Sharpe or Libby Caruso before the August meeting. The proposed plan sets review requirements and gives regular feedback and opportunities for adjustment

● **Personnel:** the retirement party for Nancy went very well; roughly 30 people attended

- **Policy:** K Sharpe: No report

● **Nominating Committee:** No report

Motion to adjourn at 8:05 pm 1st motion K Streb, 2nd D. Pophal Unanimously approved.

Next meeting August 20, 2025 at 6:30 pm