

# Seymour Library Board of Trustees

## Meeting Minutes December 17, 2025

### **I. Call to Order and Attendance**

Meeting called to order at 6:31PM

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

Excused: J Pruss, G Gustke,

### **II. Guests/Public Comments:** T. Guarino

### **III. Action Items:**

1. Adoption of Agenda:  
Motion to approve adoption of December 17, 2025 agenda
  - a. 1<sup>st</sup> K Sharpe
  - b. 2<sup>nd</sup> L Negus
  - c. Motion passed unanimously.
2. Approval of Minutes:  
Motion to approve meeting minutes of November 19, 2026
  - a. 1<sup>st</sup> K Sharpe
  - b. 2<sup>nd</sup> D PophalMotion passed unanimously.
3. Finance Report  
Motion to approve bills to be paid
  - a. 1<sup>st</sup> K Kosior
  - b. 2<sup>nd</sup> K Sharpe
  - c. Motion passed unanimously.

August Bill Signers: L Negus, H Wexler  
Volunteers to sign bills in September: K Sharpe, E Caruso

### **IV. Reports/Discussion Items:**

1. President's Report (L. Caruso): The story walk is up in the air between the town and that committee about completing the project at the Sweden Town Park. There is money to be spent on it, but it's still in early days. This year in terms of community involvement and relations, the library has pulled out all the stops.

2. Director's Report (P. Pittman): We surpassed 2024 total building usage by 5-7%. In November, there was a diversification of attendees. Tweens are coming in more,

especially geared around creative skills. Teens are doing a lot of volunteer and community service work here. Neal Schusterman event was excellent. Off-site story time well received. RJ from Amercks came to the library to do a story time and talked about hockey. 2026 is extremely strong, good forecast. Received \$224,656.12 from outstanding bequest.

Insurance Presentation: We presently have insurance through Utica through the Churchville Agency. \$24,776.34 is the premium for next year. The board requested to shop around. Darrell Stewart from Stewart Insurance attended the meeting to present an option through Erie Insurance. Quote from Erie is \$11,356.09 with the umbrella policy, with a dollar-for-dollar match to the Utica policy. This policy does include director and officer coverage. Property, liability (accidents on property or location where we have sponsored an event), employment practices, and personal property included. Mirrored the Utica policy. In the event of a total loss, a \$1,000 deductible would kick in. There is no co-insurance requirement. The building and contents would be covered to \$3.5 million plus \$1.3 million for contents. D. Pophal also reached out to Tompkins Insurance and once they heard the Erie quote, they declined to offer a quote. If we choose to change, Stewart will provide a cancellation letter and deliver it to Churchville. If we raise the building limit to \$5million, the annual premium goes up to \$11,060. With a \$10,000 deductible for building and contents, the contents goes to \$9800, no umbrella. \$10,894 with \$4 million for the building and \$1.3 million for the contents with an umbrella.

Motion: We accept latest proposal by Erie. This would raise total exposure to \$4million for building and \$1.3 million for contents, \$10,000 deductible, quote for everything \$10,894 and will include directors and officers.

- First: E Caruso
- Second: D Pophal
- Motion passes unanimously

### 3. Liaison and Committee Reports:

- Friends: Not in attendance. They will be throwing a staff appreciation brunch for the staff in December. They will roll into the book sale in 2026.
- Foundation: Not in attendance; L. Negus was at the last meeting. They did a lot of reporting about their year. Membership is turning over and potential members were in attendance.
- Village Report: Not in attendance

- Sweden Report (Scott Maar): Big water project continues. Recognized Eagle scout who built a lean-to. Money is funded for the story walk project through the Foundation.
- Clarkson Report (Tom Guarino): Town Clerk organized a food drive to support over 300 people. Skating rink is open every day from 5-10. December 5 was the annual children's Christmas party at the Whitehall Mansion. John Culhane and Nick D'Amuro will be finishing their terms and new members will start in the new year. Every household in Clarkson now has access to town water, the project is complete.
- Facilities (D Pophal): Per the last meeting, board approved \$13,850 for Vargas to look at children's area, teen area, and meeting rooms. Met with Kristine Vargas last Wednesday. Simply need a signed contract and she will be ready to go starting January 7. The process will take 6-8 weeks to complete from the site visits to the renderings. This will allow us to work with the foundation to start a capital campaign and begin getting quotes. Priority will be on the children's area first. No structural changes, but new furniture and flooring. Better utilization of space is important. Timeline: potentially getting ready to go to bid mid-spring with an eye to start construction in Fall 2026. We will need to hire someone to put a bid package together. Using a general contractor would save some money. Per strategic planning, the coming plan should include patron feedback. D Pophal suggests we need to get started on a capital campaign.
- Finance/Budget (K Streb): The finance committee will meet and reevaluate our priorities and present them to the board. Payroll is over budget; per the spreadsheet it's \$49,000 and the overage should resolve. We will follow up on this with Lisa to find out what is going on. If we wanted to change, Clarkson/Ursula will decide if we need a new CPA.
- Marketing/ Strategic Planning (K Sharpe): Adoption of the long range plan: we added a final section creating an online survey, which will be distributed, results collected, and we will present that to the municipalities. Otherwise, it is the same. Will meet in January
  - Motion: 26-28 Long Range planned adopted
    - 1<sup>st</sup>: K Sharpe
    - 2<sup>nd</sup>: D Pophal
    - Approved unanimously
- Personnel: Get training in by the end of the year
- Policy: Nothing New
- Nominating Committee: No report

Meeting adjourned at 8:15pm

Motion: H Wexler, 2<sup>nd</sup> K Streb, motion passes.

Next meeting January 21, 2026 at 6:30 pm