

# Seymour Library Board of Trustees

## Meeting Minutes November 19, 2025

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

Meeting called to order at 6:33PM

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

Excused: D Pophal

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

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

#### 1. Adoption of Agenda:

Motion to approve adoption of November 19, 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 October 15, 2025

- a. 1<sup>st</sup> L Caruso
- b. 2<sup>nd</sup> K Sharpe

Motion passed unanimously.

#### 3. Finance Report

Motion to approve bills to be paid

- a. 1<sup>st</sup> K Streb
- b. 2<sup>nd</sup>
- c. Motion passed unanimously.

November Bill Signers: G Gustke, L Caruso

Volunteers to sign bills in December: H Wexler, L Negus

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

#### 1. President's Report (L. Caruso)

- Talked with Sarah Silverstone about writing large grant for children's room

#### 2. Director's Report (P. Pittman)

- Things are picking up, especially with upcoming school breaks
- Building use and program attendance are steady

- Circulation has flattened out a bit but we are on target for the year
  - E-materials are really a critical component of the numbers
- Friends had \$2700 net on book sale, up from last year
- Star party was great, people asked for more outdoor nighttime programming
- Story trail at Town of Sweden Park was a good event
- Seymour as pilot program for MyFi program, they were all checked out, getting used, feedback was that it was a godsend especially for school kids and vacations; we presently have 20. Because this was successful, the county will now release 17 units to all the libraries at no cost.
- Neal Schusterman will be at the library December 9; Seymour will have an Amercks player come and do a storytime on December 15
- Patrick attended NYLA; his sessions were well attended
- Lauren invited to do storytelling at Moms of Brockport event

### 3. Liaison and Committee Reports:

- Friends:
- Foundation: After hours event went well. They netted \$5,000. New person on the board got to learn how they operate doing an event as a non-profit. Donor letters for annual fund going out soon. The foundation will have a new president next year.
- Village Report (Wendy): Ad hoc committees are well under way. Looking at policies, personnel issues, budgets. Recently got a new treasurer.
- Sweden Report:
- Clarkson Report:
- Facilities: Issues with power outages; Patrick has been working with Clarkson and National Grid. HVAC: there was an issue with it, but it was an easy fix, fortunately. Space utilization plan: original quote of \$5800 was not all inclusive. New proposal includes \$10,000 for the children's room, \$2,400 for the teens area, and meeting space area \$1450. Recommended that Foundation takes the primary direction for funding the project and then would have a direction for future fundraising and capital campaign.
  - Motion to move forward with expanded proposal, paid for out of rainy day fund
    - 1<sup>st</sup> L Caruso
    - 2<sup>nd</sup> J Pruss

Seven in favor; one opposed; motion passes
- Finance/Budget: Balance sheet shows roughly \$350K in CD's; balance of \$465,354.62. \$35,000 more in income than budgeted. For expenses, we are \$21,000

over what we expected, so we are in the clear by roughly \$13,000. There will be a large payment to the NYS Retirement fund due, but there will be additional revenue also coming in next month.

- 2026 Operations Budget
  - \$711.155 proposed budget, up \$40,000 from last year, but there is funding to cover that amount
  - Motion to adopt proposed budget
    - 1<sup>st</sup> L Caruso
    - 2<sup>nd</sup> K Sharpe
  - Passes unanimously
- Marketing/ Strategic Planning: The long range plan is approved, except that the committee has decided to add a strategic area called Community Engagement. The goal is to identify areas of need through the completion of a survey. Tabled until December 2025 meeting, as it must be published for public viewing.
- Personnel: Three motions
  - Under state law, minimum wage is going up \$16. Motion to raise the wages of our pages to \$16/hour.
    - First L Negus
    - Second: K Streb
    - Passes
  - Increases for staff from 2-3.1%
    - First L Negus
    - Second: K Streb
    - Passes
  - Motion to increase senior clerk's position (includes book keeping) up to \$21/hour to make it commensurate with what most senior library clerks are receiving around the county.
    - First: L Negus
    - Second: L Caruso
    - Passes
  - Holiday Calendar: Due to administrative error, the staff did not receive the hours off. Staff requests having December 26<sup>th</sup> off instead.
    - Motion to close bldg. December 26, 2025
      - First: K Streb
      - Second L Caruso
    - Passes
  - Staff training day falls April 1, 2026, but this is directly in the middle of school spring break. Board requests director reschedules the staff training day not to conflict with spring break. Motion passes.
- Policy:

- Nominating Committee:
  - Slate of officers for 2026: E Caruso (President), L Negus (Vice President), K Kosior (Secretary), H Wexler (Finance)
    - First G Gustke
    - Second K Streb

Motion to adjourn at 8:31 pm

Motion passed unanimously.

Next meeting December 17, 2025 at 6:30 pm