

Seymour Library Board of Trustees

Meeting Minutes July 15, 2026

I. Call to Order and Attendance

Meeting called to order at 6:33PM by Libby Caruso

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

L Caruso, D Pophal, J Pruss, D Newman

Excused:

II. Guests/Public Comment

Anna Valeria, Livingston Associates: A fundraising plan proposal/contract is submitted for the board's review. The first step is \$5,000 to have strategy sessions and figure out what the plan is. Looking at 2-3 years to get a full capital campaign going. The first year would require higher level involvement by Livingston Associates, thereafter it would likely be more independent. Livingston could also provide assistance in the design process as well. Livingston has access to donors beyond our usual donor base and will help us set our vision. This initial proposal would include roughly 27 hours of work.

III. Action Items:

1. Adoption of Agenda:

Motion to approve adoption of July agenda

a. 1st D Newman

b. 2nd K kosior

Motion passed unanimously.

2. Approval of Minutes:

Motion to approve June meeting minutes

a. 1st D Newman

b. 2nd L Caruso

Motion passed unanimously.

3. Finance Report

Motion to approve bills to be paid

a. 1st D Pophal

b. 2nd L Negus

Motion passed unanimously.

July Bill Signers: L Negus, D Pophal

Volunteers to sign bills in August: H Wexler, L Caruso

IV. Reports/Discussion Items:

1. President's Report (L. Caruso)

Shout out to Kris Sharpe for all the work on the pavilion. The pavilion looks fabulous. We will be pulling together a personnel committee meeting to start Patrick's evaluation. Libby will send out the questionnaire soon for board and staff input. Date of annual report to the towns will be August 25 at 7PM.

2. Director's Report (P. Pittman)

Patrons have struggled in the building with the HVAC issues/building temperature (generally too cold). Library is back to normal usage for summer. Some uses: early voting, summer reading kick off. There were multiple school visits, and that has translated into increased attendance at programs. Teen volunteers have been excellent and kept programs reading. More adults and teens and tweens are signing up for summer reading. The pavilion has unlocked outdoor space where staff can go out to make messes and be under shade, it's a huge improvement. Upcoming: community survey will go live 8/20; board will be asked for a revision. It will go out digitally through Survey Monkey and physical copies will be in the library. It will run for roughly one month and then be reviewed by the board. Clarkson requested a QR code to be included in the newsletter. Working on the budget and five year plan, no updates. A visitor inquired about the library getting involved in early literacy programs at schools.

3. Liaison and Committee Reports:

- Friends: Not meeting in the summer.
- Foundation: A lot of changes are being made. The website is live. Things are coming along with work on their database. After Hours and the annual appeal are both coming up. After Hours will benefit the teens/tweens area. There is a dire need to update the booths. This area can be done piecemeal.
- Village Report (B Reed): The Smith Street bridge is due to be completed 8/31. Summer Serenades are going well. Arts Festival is second week in August. 250th Birthday Celebration is set for August 22, and will include fireworks. There will be food trucks, pie baking contest, it will be in collaboration with the Town of Sweden.
- Sweden Report (S Maar): Lots of work being done in the parks, community center is doing well. Public meeting about the tax receiver, a referendum will go on the upcoming ballot to make it a board appointed position instead of an

elected position. K Sharpe provided an update on the Story Walk. \$6500 check is being cut by the community foundation for materials and installation.

- Clarkson Report (T Guarino): Reminder that Good Neighbor Days is Friday, August 14th. Car show, Skycoasters, Bounce House, Fireworks. Public forum last night regarding grant from Monroe County to install sidewalks in part of the town along East Avenue from Mission Hill past Sara's Garden Center to Wedgwood, and will include a couple of crosswalks. Hoping to get it done for the fall.
- Facilities: We changed trash vendors, saving us \$1600. New vendor is Oaks. Per the HVAC: the boiler and the air conditioner are fighting each other for dehumidification on these hot days. The system is end of life and should be considered a priority. D. Pophal had a meeting and it's looking as if the municipalities will need to prepare for a replacement. Suggesting that we get an engineering firm that will work on a proposal for replacement. Might recommend looking at this for next year's budget. Specific to the board room, AirServ recommended a mini split system for the room, which would have the added advantage of taking the burden off the existing system, which is struggling. Would cost roughly \$5,000-10,000. D Pophal was authorized to go out and look for quotes for that. Grants do exist to potentially cover at least part of the cost. The cost would be borne by the municipalities.
Per the children's area renovations: D Pophal proposed we put an RFP together to send to multiple companies. The library staff has put together a list of requirements for the room, and it has been sent to Dave for editing. It will then go to the board for approval.
- Finance/Budget: 2027 Budget is being put together; P&L needs further review, but everything looks good so far. Finance committee will be looking at creating an RFP for a new accountant.
- Marketing/ Strategic Planning: Will set up a meeting to prepare for upcoming annual review
- Personnel: Nothing
- Policy: Set up a meeting to prepare to start working on 2027 policies and AI policy, which will be new for the coming year.
- Nominating Committee: Needs to know when everyone's terms expire. Julie and Kris are expiring in 2027.

Motion to adjourn at 8 pm

1st L Caruso

2nd D Pophal

Motion passed unanimously.

Next meeting August 19, 2026 at 6:30 pm