Seymour Library Board of Trustees
Meeting Minutes November 18, 2026

I. Call to Order and Attendance

Meeting called to order at L Caruso by 6:30

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

II. Guests/Public Comment

III. Action Items:

1. Adoption of Agenda:
   Motion to approve adoption of November 2026 agenda
   a. 1st D Newman
   b. 2nd D Pophal
   c. Motion passed unanimously.
2. Approval of Minutes:
   Motion to approve meeting minutes of October 2026
   a. 1st D Pophal
   b. 2nd L Caruso
   Motion passed unanimously.
3. Finance Report
   Motion to approve bills to be paid
   a. 1st D Pophal
   b. 2nd J Pruss
   c. Motion passed unanimously.

   November Bill Signers: J. Pruss, D. Pophal
   Volunteers to sign bills in December: L Negus, D Newman

IV. Reports/Discussion Items:

1. <u>President's Report (L. Caruso)</u>

   Nothing

2. <u>Director's Report (P. Pittman)</u>
   a. Very good October. Increased activity and utilization from the past 3 years. September is always a long month and October explodes. The cycle

throughout the year continues and proves useful in planning for staff vacations, programs, and more.

b. Programs were well attended. Homeschool groups learned Boolean searching. Working with Circle K on SUNY Campus, a civic volunteer organization—pumpkin carving for the park.
c. The budget being adopted was helpful in getting contractuals set for 2027 and personnel adjustments are being made.
d. Monroe Co. library card policies are being worked on. eCards are presently suspended until the policy can be firmed up. All existing eCards are still active at the moment.
e. MCLS made a billing error in paying out online fines to branch libraries. Seymour will be responsible for paying back the mistaken error.
f. Upcoming projects and efforts are exciting.

3. Liaison and Committee Reports:

- Friends/Foundation (C Gravetter): The foundation's annual appeal letter will be going out shortly (hopefully before Thanksgiving)—it will include a rendering of a possible Teen Scene rendering as created by Demco. This will focus on the teen room, which they are committed to even before major renovations kick off. The foundation president will attend the December board meeting to discuss what we are planning. (A rendering from DEMCO will be sent out with the letter, giving donors a tangible to get excited about.) Last meeting of the year is December 14 and officers will be elected.
- Village Report (S.Wescott): Not in attendance
- Sweden Report (S Maar): 2027 budget was approved. It maintained all municipal services while staying under NYS tax cap. Grateful the story walk is complete. Working on major water infrastructure project. A solar farm proposal was made for a property off Sweden Walker Road, not yet finalized.
- Clarkson Report (K Delorme): Nothing to report this month.
- Facilities (D Pophal): Based on schedule at retreat, we are in a position to theoretically launch the RFP December/January. Plan is to bring it back to the board in December for approval moving forward. Should not be major revisions, but there may be some changes to the schedule. Last minute requirements should be sent to Patrick. Hope to start construction January 2028, notwithstanding the teen room which hopefully will happen in 2027. Don will send the new draft out before the December meeting. Don and Patrick will meet to discuss details.
- Finance/Budget (H Wexler): Reports came in today and look ok. There are still small errors, and that is proof positive that we need to find a new accountant. There are several options on the table, namely finding a new accounting firm or

asking the municipalities. We are paying the current accountant for work that is being done here in the library.

- Marketing/ Strategic Planning (K Sharpe): the committee decided to do an executive summary for the municipalities and us. It will be put on our website.
- Personnel: A list of proposed 2027 Holiday Closings was sent out to the board. Because Christmas and New Year's are on Saturdays next year, we would close early Christmas Eve, closed Christmas Day, and then closed Monday for observation. Same for New Year's Eve, Day, and Monday. The staff training day could be left as a floater. Motion to approve by D Newman, second by K Streb, approved by all unanimously. We need to retroactively approve appointment of Lillian Porteus as a circulation clerk. This is not additional, simply filling. Moved by D Newman to approve and seconded by L Caruso. Third, we would like to create and fill the position of teen librarian with Elizabeth Woodruff, who is currently a part-time librarian 1. She would start at $50,003.20. The monies would come from combining two positions into this one, as well as eliminating money from the digitization project. With a boost in attendance by teens, this position is vital. Approval of Elizabeth Woodruff as the new teen librarian at $50,003.20 annual salary is moved by D Newman, seconded by K Streb. Approved unanimously.
- Policy (K Sharpe): Three policies for approval: Disaster Preparedness approved by L Caruso, second by D Newman, approved unanimously; Cyber Security moved by K Sharpe, second by D Newman, approved unanimously; Responsible Use of AI, moved by D Newman and seconded by K Sharpe, approved unanimously
- Nominating Committee (D Newman): Slate officers: L Negus as President; L Caruso as Vice President; H Wexler and Treasurer, K Kosior as secretary. No nominations were received from the floor. Moved to accept by D Newman, second by L Caruso, approved unanimously

Motion to adjourn at 8:14 pm
1st L Caruso
2nd K Streb
Motion passed unanimously.

Next meeting December 16, 2026 at 6:30 pm