

**Seymour Public Library Board of Directors Meeting Minutes-
September 21, 2017-Regular Meeting**

Attendance- Joyce Koslowski, Thomas Schutte, Paula Chapla, Jean Uhelsky, Debbie Wasikowski, Harvey Eckhardt, Mike Flynn, Recreation Director, Mary McNelis and Library Director, Suzanne Garvey.

Board Chair, Paula Chapla, called the meeting to order with the Pledge of Allegiance at 7:00PM.

Review of the Minutes from the May 18th Regular Meeting-

Motion to accept: Joyce Koslowski; Seconded by: Jean Uhelsky.
Approved: 3-0-1 Abstained: Thomas Schutte.

Review of the Treasurers Report for June, July, August-

Paula Chapla wanted to call the attention of the board to the Treasurers Report to show them that they had moved \$20,000 from a CD at Liberty Bank, this money will cover the Library until the end of the fiscal year. With the rest of the CD, they set up an account with Raymond James working with conjunction with Liberty Bank. This will allow them a higher amount of interest and instant access to the money whenever they need it. Lisa from the Library made a list of the investment accounts and CDs they have, Suzanne wanted the Board to look it over and give their approval. Paula Chapla brought up that they need to consider rolling over the CDs that are over in 10 to 15 months to the Liberty Bank CD with Raymond James. There is no penalty for interest to cash it in. It wouldn't cost anything to roll the CDs over. A decision can be made closer to when those CDs are due. Paula also suggested having Kevin come into one of the Library Board of Directors regular meetings between now and February. Circulation has gone down since last summer but computer circulation has gone up. Joyce Koslowski asked Suzanne Garvey about if fiber optics would end up costing the \$125 it was said to cost at an earlier meeting. Suzanne

said she wasn't sure but there is going to be an initial charge of four or five hundred.

Motion to accept: Harvey Eckhardt; Seconded: Thomas Schutte.

Approved: 7-0-0

Librarian's Report-

Patron Count:

June: 4525

July: 4062

August: 4621

Computer Sessions:

June: 514

July: 430

August: 524

Bibliomation put in computers from Friends of the Library. The older computers will still be used with training.

Building Maintenance: The architect and the building committee have been in the library throughout the summer determining how they will upgrade the old entry way, the progression to central air, and the lighting. They will be talking during this meeting if the Board has any questions.

Matthies Tree: Paula is trying to locate the names of a tree service company that she had seen in voices. If they can't find the names of them she would call Neil Tree Service out of Woodbury. Paula suggested that they get it looked at first, but if it can't be saved then Public Works can take it down but if it can be saved, Suzanne can bring that info to the next meeting.

Matthies Grant: Three of the grant requests to the Matthies Foundation were successful or at least partially successful. The Library did receive funds to purchase an AED Defibrillator for the downstairs area due to increased programs, 4 seasonal concerts. And \$3,000 of the \$6,000 that they asked for to use for listening devices to be ADA compliant in the programming rooms. Suzanne asked if anyone knows of a company like Ashes, who can come in and work on the audio downstairs. Paula suggested AV Davey, he may be able to come in and make a recommendation.

Programming:

Summer Programs: Two out of the seventeen of Ann and Rebecca's programs held in July drew over 70 children each. Two out of the seven programs they had in August brought in over 79 children each.

Adult Programing: The highest in attendance program over the summer was Town Historian, Marian O'Keefe's program about the Valley Flood of 1955. Eighty-Eight people were in attendance for the August lecture. Town historian, going to be a yearly thing. At the end of the program they had people come up to share their experiences. Paula suggested running it again even before the year is up. Possibly in February because it was more popular. Mary suggested to have it during a break at school like April break.

Building Committee Progress on Upgrades-

Mike Marcinek from the Permanent Building Committee came to the meeting to tell The Board about what will be happening to the Library. He said that they are looking at a March or April start date for a start date at the earliest. They ran into some difficulties with the windows and getting them detailed to what they want. They didn't want to push it so they were installing windows in November. They are also still dealing with the Library Grant money. They need to figure out exactly how they are dealing with lighting changes and modifications for part of the grant application. They are also working with Ever Source with trying to get some additional money into the program to deal with replacement of light fixtures. All of the concealed spine ceiling in the front portion of the building that is glued to the ceiling will be taken down and a new drop ceiling will be put in. It makes more sense to just replace them. They haven't finalized all the plans yet because they are still working with Ever Source and the lighting replacement in the building. They still need to figure out exactly what they can do with the budget. Some places in the building do have PCPs and asbestos. They still have to figure out exactly what they want to do. They are debating about fire grade glass or sheet rocking the windows in the stairwell to the basement next to the bathrooms. The asbestos tile, if it is not cracked or worn, it is not airborne and can be covered. They are planning on replacing the boilers. Paula asked about the windows for downstairs, how can they be

opened, Mike Marcinek said they are going to be fixed but they won't need to be opened. Suzanne said that they do open the windows when they have children's programs. He assured the Board that the new air system that will be put in has air changes that will take care of any smell that could occur in the downstairs room. The air in the system will change and will be circulating new air into the room. Mike will try to come to the meeting in March, when they know when they will be starting construction.

Funding for Library Projects-

A patron is willing to volunteer for the library to make things, if the library paid for the supplies. The Board agrees that it will be a good idea. Paula asked Suzanne to contact him about this.

Outside Benches/Gardening Club Funds-

The disbanded Seymour Gardening Club had given the Library \$1,000. Paula went to Hanes and saw that they had very nice granite benches, some were around \$200 each, some were more. But having 2 benches in the side of the Library would be nice, they want to see how things go with the Matthies Tree.

Purchase of File Cabinet-

Suzanne has been in very big need of a new file cabinet in her office. The one she has now doesn't lock anymore. Suzanne asked if the board would be able to give compensation to an employee who brought in a file cabinet for her office. File cabinets usually cost around \$200. The Board decided on \$50 for it. Suzanne will make an invoice for it.

Motion to Accept: Debbie Wasikowski; Seconded by: Joyce Koslowski.
Approved: 7-0-0

Public Comment-

Paula said her game plan at the end of the year she wants to do a letter to Voices to the residents of Seymour that it is a public library and that she wants to explain what the town pays for and what the endowments do for the library. She also wants to add at the end, a way residents can

leave endowments to the library. She also wanted to talk about a Major Fundraising Campaign, not necessarily for a library add on but it would start an interior update of the library.

Harvey asked about how the security cameras will work. Suzanne let the Board know that the cameras are installed and the feed goes to Kurt Millers office and to the Seymour Police Department. Since the town paid for the cameras, they decided where the seven cameras would be going at the Library.

Review and Vote on the Staff Materials Request for September-

Staff materials for September is \$4,014.00.

Motion to accept: Joyce Koslowski; Seconded by: Debbie Wasikowski.

Approved: 7-0-0

Adjourning of Meeting:

A motion to adjourn the meeting was made by Mike Flynn at 7:57PM and seconded by Harvey Eckhardt.

Approved: 7-0-0

Respectfully Submitted,

Becca Cretella, Recording Secretary.