

**Seymour Public Library Board of Directors Meeting Minutes-  
December 20, 2018-Regular Meeting**

**Attendance-** Paula Chapla, Debbie Wasikowski, Tom Schutte, Harvey Eckhardt, Jean Uhelsky, Mike Flynn, and Library Director, Suzanne Garvey.

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

As a result of the November meeting's cancellation, October business was voted on as well.

**Review of the Minutes from the October 18, 2018 Regular Meeting-**  
Motion to accept: Debbie Wasikowski; Seconded by: Thomas Schutte.  
Approved: 5-0-1 Abstained: Jean Uhelsky.

**Review of the Treasurers Report for October and November-**  
Paula Chapla, Board Chair noticed in the monthly circulation report for November 2018 that the word "entries" was misspelled. Suzanne Garvey said that would be rectified.

Savings Account Report November: ION Bank

Paula Chapla noticed the amounts withdrawn for monthly bills. The range is from \$2000.00 for some months to \$6000.00 others to \$7000.00 for October and November. Paula questioned the disparity. Suzanne Garvey said she would confer with the Asst. Head and get an answer to the question for the Board.

Seymour Public Library Status report November: Paula Chapla did a calculation. To have 61% of endowment funds available heading into the sixth month of the year is on target. Some line items, however, have over-spent in monthly allocations. Concern was shown that the library could be over budget at year end. It is understood that some line items have yearly bills and will be depleted by mid-year- such as databases and newspapers. Library Director, Suzanne Garvey said she understands how it looks, but

library always manages to stay in budget by year end. Note was made specifically of Adult book line items, Juvenile book line items, Postage and Petty Cash line items. Suzanne Garvey takes full responsibility for Adult Books, she had ordered some monthly items early and had expended money to replace books deleted due to condition- Books that are valuable to the collection but many of which were thirty years or older and soiled and bedraggled.

Suzanne Garvey said that Ann Szaley knew she was going out from work for 4-6 weeks and had ordered ahead some items that she knew she needed. Newer releases will be ordered by Rebecca Troop during Ann's absence in a timely fashion.

Suzanne Garvey said she completely understood these questions and would work to make sure line item expenditures stayed in budget.

**October Treasurer's Report:** Motion to accept was made by Harvey Eckhardt and seconded by Debbie Wasikowski.

Approved: 6-0-0

**November Treasurer's Report:** A motion to accept was made by Thomas Schutte and seconded by Jean Uhelsky.

Approved: 6-0-0

**Librarians Report:**

**Patron Count October: 3,695**

**Computer Sessions: 419**

**Patron Count November: 3,205**

**Computer Sessions: 403**

**Building Maintenance:** Elevator is fixed as well as can be. Hope is that Town will be able to pay for elevator upgrade in a year or two.

**Building Committee Upgrades:**

Windows- as of meeting- almost in place but need finished with fitting and trim.

Stairwell still being worked on-front doors in old entry way should be installed by meeting.

Ductwork yet to be installed- hold up because the sprinkler system- portions of which need to be relocated for duct work to fit.

Clean- up will take quite a bit of time.

Suzanne Garvey said she has been told that all work will be completed by January 17<sup>th</sup>. She hopes so and noted sawdust and lack of cleaning up. Paula Chapla acknowledged but understood some workers clean as they go, some clean as they complete.

**Budget Note-** tentative figures were noted from the endowment.

\*Wooster Trust: \$ 52,800.00 12 months at \$4,400.00 (Down \$200.00 per month or \$2,400.00 for year)

Hamel Fund: \$ 44,934.84 (About 740.00 more than last year).

\* Wooster fund tentative at this point- a firm figure should be forthcoming next month. Estimate is expected to be a conservative one and then hopeful additional funds in April, 2018.

**Library Programs:** Programs stats have been good for Adult and Juvenile. Adult programs, due to construction, taking place at Community Center.

Stand out program of the month: Rebecca Troop's Teddy Bear.

Sleepover. Pictures of which appear in the Monthly Director report.

Parents and children thrilled with the creative program Rebecca planned.

**Stats:** Circulation stats are a little lower than last year. Adult circ is up a little for this month from last year. November was a big publishing month for adults.

**Public Comment:**

No Comment.

**Old Business:**

Fundraising for the library was discussed. Research into the golf in the libraries was a bit of a disappointment-largely because so many volunteers are needed for a successful event.

Mike Flynn noted he would like to see the Board promote the idea of people leaving bequests to the library.

Paula Chapla suggested a staff meeting to note what staff felt was most important. Suzanne Garvey mentioned carpeting and increasing outlets in the building for patrons to plug in throughout the library.

Note was made that fundraising should appear as an agenda item again in the next few months.

### **New Business:**

#### **Budget for Town:**

Discussion was made of endowment expected figures and when they are finalized for endowment line items. Note was made that copier figures were down as well as cash drawer figures. Suzanne Garvey said they will be finalized in May or June for use in the next year's budget.

Discussion of Finance Board meeting in February and what library should ask for from town. Suzanne Garvey noted that electricity was paid by the town- she understands they are looking to streamline expenses and all town entities could be linked with the same supplier.

Discussion of asking for part time help for library and completing more tasks and offering more services. Monday openings seems difficult for next year. Board wish to ask for addition of two part time employees to increase library staff.

**IndieFlix:** This is a service that would allow unlimited use by library patrons through their library card number and is accessible from home on private devices. Patrons without an internet connection or Wi-Fi access would not benefit from this. Trail offers are available from the service. Suzanne Garvey gave hand outs and will confirm pricing. It does not offer the same popular choices as Hoopla- but could fulfill a need.

**Review and Vote on the Staff Materials Request for November,  
December, January**

Staff materials for November is **TOTAL: \$5,210.00**

Staff materials for December is **TOTAL: \$4,085.00**

Staff materials for January is incomplete- Ann Szaley working on totals for her time away- **Adult Books and DVD totals: \$2,800.00**

Motion to accept: Harvey Eckhardt; Seconded by: Mike Flynn.

Approved: 6-0-0

**Adjourning of Meeting:**

A motion to adjourn the meeting was made by Mike Flynn at 7:56PM and seconded by Debbie Wasikowski.

Approved: 6-0-0

**Respectfully Submitted,**

Suzanne Garvey, Library Director.

12/26/18