

**Seymour Public Library Board of Directors Meeting Minutes –**

**January 21, 2020 – Special Meeting**

**Attendance** – Paula Chapla, Joyce Koslowski, Alex Danka, and Library Director, Suzanne Garvey.

Board Chair, Paula Chapla, called the meeting to order with the Pledge of Allegiance at 6:00PM.

**Review of the Minutes from the December 19<sup>th</sup> Regular Meeting –**

Motion to accept: Joyce Koslowski; Seconded by: Alex Danka

Approved: 3-0-0

**Review of the Treasure's Report for December –**

Motion to accept: Alex Danka; Seconded by: Joyce Koslowski

Approved: 3-0-0

Discussion: Board discussed the balance on hand \$38,000. They are still waiting for the bill from Valley Flooring (carpet in Children's Room is finished. The board discussed the cost of heat in November and December, the bill went from \$1,012 to \$1,246.

**Librarian's Report – December 2019 –**

**Patron Count: 2,704**

**Computer Sessions: 271**

**Closed two days – Tuesday, December 24, 2019, Christmas Eve**

**Wednesday, December 25, 2019, Christmas Day**

**Half day – Tuesday, December 31, 2019**

**Closed at 3:00PM on Tuesday, December 17, 201, due to snow.**

**Building Issues:**

- 1.) Gutters are an ongoing issue. They will get done next year
- 2.) Alex Danka completed a walk through with contacted HVAC representatives. New thermostats in programming room and modifying hook ups improved the temp. in the area.

**Programs:**

The Adult Department had the Yuletide Carolers, Mystery Book Club, and Board Game Night. Evening Book Club took the month of December off. The Children's Department had 5

programs and attendance of 155. The Winter Wonderland Crafty Party, with 67 attendees, was one of the high points. A Holiday craft table was very well received, as well.

**Stats:**

Stats took a bit of a dip from last year totals. Significantly lower monthly stats in Juvenile Circulation and in DVDs and mildly lower stats in most other areas except for magazines and adult kept totals down.

**Projected Spending – February 2020**

Adult: Non Fiction and Fiction – 108 @ \$1,500.00 B&T

Juvenile Fiction: 63 @ \$990.00

YA: 14 @ \$220.00

DVDs: 28 @ \$554.00

**Totals:**

AFIC: \$1,500.00

JFIC/JNFIC: \$990.00

YAFIC: \$220.00

DVD: \$554.00

**TOTAL: \$3,296.00**

**Projected Spending – March 2020**

Adult: Non Fiction and Fiction – 108 @ \$1,500.00 B&T

Juvenile Fiction: 32 @ \$330.00

YA: 14 @ \$185.00

DVDs: 28 @ \$554.00

**Totals:**

AFIC: \$1,500.00

JFIC/JNFIC: \$330.00

YAFIC: \$185.00

DVD: \$554.00

**TOTAL: \$2,569.00**

Discussion: Alex asked if the Patron Counter is working properly and if it tallied those entering and leaving the building thereby needing to be divided by two. Suzanne said it gives two numbers the one of people that entered the building and the other that have left. Alex said he and Andrew, from Maintenance, had tested it. It had not cut the numbers in half. Suzanne said she would check it.

Alex asked that the Librarian's Report include last year's patron count for the said month, moving forward.

**Public Comment –**

No comment.

**New Business –**

**Budget, Town 2020-2021 Vote**

Alex Danka motioned to accept the budget presented for the town in line audits with no discussion as Special Meeting format and the way the agenda was worded did not allow for it.

This was seconded by Joyce Koslowski.

Approved: 3-0-0

**Staff Materials Request for February and March (review and vote):**

Staff Materials for February: \$3,296.00

Staff Materials for March: \$2,569.00

Motion to accept: Alex Danka; Seconded by: Joyce Koslowski

Approved: 3-0-0

**Public Comment –**

No comment.

**Adjourning of Meeting –**

A motion to adjourn the meeting was made by Alex Danka at 6:16PM and seconded by Joyce Koslowski.

Approved: 3-0-0

**Respectfully Submitted,**  
Jessica Osborne, Recording Secretary.

1/23/2020