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Seymour Public Library Board of Directors Meeting Minutes –

February 20, 2020 – Regular Meeting

Attendance – Paula Chapla, Joyce Koslowski, Alex Danka, Debbie Wasikowski, Jean Uhelsky, and Library Director, Suzanne Garvey.

Board Chair, Paula Chapla, called the meeting to order with the Pledge of Allegiance at 6:54PM.

Review of the Minutes from January 21st Special Meeting –

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

Approved: 3-0-2

Review of the Treasurer's Report for January –

Tabled until next month's meeting.

Librarian's Report – January 2020 –

Patron Count: 3,515
January 2019: 3,651

Computer Sessions: 382
January 2019: 491

Closed two days – Wednesday, January 1, 2020 (New Year's Day)

Tuesday, January 20, 2020 (Martin Luther King Day)

Closed at 3:15PM on Saturday, January 18, 2020 due to weather.

Building Issues:

Safety Committee Meeting was held at the Seymour Public Library on January 28th. Paula Chapla was in attendance. Gutters will be replaced in the fall of 2020. Alex Danka will be cleaning them in the spring. The walk through showed various issues. Also, some items at the library displaced due to carpet tile preparation. Stuffed animals were relocated from the Children's Room to Storytime Room and need to be moved back.

Alex Danka worked on issues with the Sprinkler System in the Magazine Room.

The Kitchen door, which is a fire door, needs to be shaved down.

We are waiting for the write up – the Town will be taking care of many of the items for us.

Carpet Tiles Installation:

Carpet was installed on Monday, January 13th. Special recognition to Lisa Omlor and Rebecca Troop for going over and above in moving items out of the room.

Alex Danka suggested a bit of a remodel, which freshens things up.

Minor issues with two tiles bubbling up at separate times, which Valley Flooring fixed promptly.

Reception, Board of Selectman – Thursday, January 9, 2020:

The Library Board held a reception for the Board of Selectman at the library, at which they presented a PowerPoint detailed by Board Members, and specifically Paula Chapla. This highlighted the strengths of the library and challenges. Photos of areas that need work, painting, etc., were provided and details into the finances of the endowments and more specifically the utilities – natural gas, water, telephone, sewage – that the Town may be willing to take on for this Town Building were discussed and presented.

In attendance: Paula Chapla, Joyce Koslowski, Jean Uhelsky, Suzanne Garvey. From Town Governance: Trisha Danka, Chris Bowen, Rich Demko.

Programs:

Adult Department had a Book Club Movie Night, Mystery Book Club, Board Game Night, and Evening Book Club. 4 programs @ 30 attendees.

Children’s Department did not run programs through January but did have a successful ongoing craft table. In January, attendance is low for children’s programs and this gives them time to plan.

Stats:

Suzanne’s quick running over of the circulation totals, rather than Lisa’s more detailed one, has the following stats:

<u>2020</u>	<u>2019</u>
Adult Books - 1,978	1,922
Juvenile Books – 1,137	1,167
YA Books – 99	102
Audio CDs – 233	240
Magazines – 81	65
Cultural Passes – 5	2
DVDs – 1,173	1,579
Total and etc. - 4,713	5,077
Missing the January Overdrive totals	

Projected Spending – March 2020

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

DVDs: 28 @ \$554.00
Juvenile Fiction: 32 @ \$330.00
YA Fiction: 16 @ \$185.00
Totals: \$2,569.00

AFIC: \$1,500.00
DVD: \$554.00
JFIC: \$330.00
YAFIC: \$185.00
TOTAL: \$2,569.00

Projected Spending – April 2020

Adult: Non Fiction and Fiction: 108 @ \$1,500.00 B&T
DVDs: 28 @ \$554.00
Totals: \$2,054.00

AFIC: \$1,500.00
DVD: \$554.00
TOTAL: \$2,054.00

These are not full totals and Children’s Department will supply by Thursday meeting (missing Projected Spending for April 2020).

Discussion:

It was suggested that Lisa and Rebecca each be given \$50 Amazon Gift Cards for their service during the Carpet Tile Installation. Suzanne will get these. The board thanks them both.

It was brought up that with the money saved from having the Town pay for gas, phone, sewage, etc., a part time person could be hired to perform tasks the regular pages do, plus some work not detailed in Union job descriptions.

During the Safety Walk-through, issues such as outlets not being covered and a door stop on a Fire Door were brought up.

It was suggested that the lawyers be contacted for a different financial venue to better grow funds.

Public Comment –

No comment.

Old Business –

Possible review of new invoice for the Library Sign with upgrades – waiting on Grand Concept

Alex will call them.

New Business –

Prospective Eagle Scout Project Applicant:

James Stevens is looking for a possible project to complete at the library. He and his father were in attendance. James proposed installing boxes for Retired American Flags around town and would like to install one outside of the library. The box would contain a placard with directions on how to fold and a link for mobile users to access flag folding directions, if so desired. James would be installing a box outside of American Legion Post 10. Alex Danka suggested he install one there, at the Library, and possibly at the Dump and Great Hill Fire House. Paula mentioned she could do a write up about it in *Voices*. Suzanne will send an email letter about the box locations to Tony Caserta.

Discussion of Main Floor Public Bathrooms:

The bathrooms were painted by Alex. Paula has vinyl tile from Lowes that could be used for bathroom tile replacements. If Paula gets another pack of these, Alex will put them down. Paula needs to know the square footage of the area so that the right amount of tile can be supplied.

Handicap Parking and Staff Parking Discussion:

Alex suggested that the library needs an employee parking area. He suggested that employees should not park in front of the library and that all front spots should be Handicap Parking spots. Suzanne mentioned that the curb and sidewalk would need to be cut down to make this possible. Alex added that attention would need to be paid to the water drainage route, as well and added that the trees in front would need to be removed. Suzanne will call Jim Baldwin to assess Handicap Parking situation at the Library. Suzanne brought up the possibilities of getting wheelchairs for Library patron use and whether or not this would be a liability issue. Paula suggested she speak to Town Council. Alex suggested Suzanne apply for a grant for an electric wheelchair called a Lark.

Gerry Eckhardt stepping down from role as President of the Library Friends:

On the Board agenda is a request for recognition and thanks to Gerry Eckhardt for her service to the Library and the Library Friends. Alex proposed giving Gerry (and therefore Harvey) a \$100 Gift Card to Brookside so they can go to dinner.

Motion to accept: Alex Danka; Seconded by Joyce Koslowski

Approved: 5-0-0

Staff Materials Request for March and April (review and vote):

Staff Materials for March: \$2,569.00

Staff Materials for April: Still pending

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

Approved: 5-0-0

Public Comment –

Mark Pierce from the Library Friends was present. He will meet with Alex on Friday (next day) or Tuesday, February 25th at 9AM. They will figure out what needs to be done for the Book Sale regarding Shelves, Carousels, and Tables.

Addendum to Agenda –

- a. Alex suggested that a section for Comments on the Library Director's Report be added to the Agenda beginning next month before the first Public Comment section.
- b. Lisa Omlor's father passed away. Alex suggested something be sent to her. It was agreed a fruit basket would be sent.
- c. Alex suggest that a "Library Friends" section be added to the Agenda next month so that items regarding them can be discussed.
- d. Discussion over library staff answering the phone when they are in the building prior to opening. This was brought up as a safety issue and Suzanne agreed and had already spoken to staff about it when Alex brought it up to her prior.

Adjourning of Meeting –

A motion to adjourn the meeting was made by Alex Danka at 7:56PM and seconded by Joyce Koslowski.

Approved: 5-0-0

Respectfully Submitted,
Jessica Osborne, Recording Secretary

2/24/2020