

Seymour Public Library Board of Directors Meeting Minutes

Thursday, May 21, 2020 - Zoom Teleconference

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

Board Chair, Paula Chapla, called the meeting to order with the Pledge of Allegiance at 6:09PM.

Review of the Minutes from the February 20th Regular Meeting –

Motion to Accept: Debbie Wasikowski; Seconded by: Joyce Koslowski

Approved: 3-0-1

Review of the Treasurer's Report for February –

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

Approved 3-0-1

Librarian's Report – February 2020 –

The Seymour Public Library and Community Center were closed at end of day Friday, March 13, 2020, at 5:00PM, until further notice. This was a Town of Seymour decision based on information about the Coronavirus. Waterbury, Litchfield, Beacon Falls, Oxford, Trumbull, Derby Public Libraries and others announced the same decision.

The Meeting of the Library Board of Directors and all town meetings were cancelled until further notice.

Patron Count: 3,385 (2019 – 3,081)

Computer Sessions: 405 (2019 – 361)

Closed President's Day – Tuesday, February 18, 2020

Building Issues:

We are holding steady for this month. Patrick Duffy, a maintenance employee for the Town is in residence most of the time, recently. He is on light duty, but has been helping with dusting, cleaning, computer IT, and other ways he can.

Board of Finance Meeting – Wednesday, February 12, 2020:

We had our annual Board of Finance meeting on the 12th when we defend and present our Town budget for 2020-2021. Paula Chapla, Board Chair, gave the PowerPoint presentation she

had given at the Board of Selectman reception and it seemed well received. In attendance from Library: Paula Chapla, Joyce Koslowski, Jean Uhelsky, Deb Wasikowski, Suzanne Garvey.

Programs:

The adult department offered Mystery Book Club, Board Game Night, Evening Book Club, and two historical programs; five programs with 63 attendees. The children's department offered three programs with 90 in attendance and three craft tables that had outstanding interest.

February Spending:

A quick note on February Adult Book Spending – I use Baker and Taylor, a little less expensive for Adult Books than Ingram. I do put in my orders early so we have new releases on the day they are published and go out for circulation that first day. Though I had ordered February books in a timely manner, books released February 5th were delayed by some days. This was very annoying for our patrons and for us. Now I am ordering very much in advance. The February Adult book spending includes at least \$700.00 of books that were released on March 3rd, as I ordered early – but were invoiced in February, our short month, and invoice in February totals.

Projected Spending – March 2020:

Adult: Non Fiction and Fiction: 109 @ \$1,500.00 B&T

Juvenile Fiction: 32 @ \$330.00

YA: 16 @ \$185.00

DVDs: 28 @ \$554.00

Totals: \$2,569.00

AFIC: \$1,500.00

JFIC: \$330.00

YA: \$185.00

DVD: \$554.00

TOTAL: \$2,569.00

Projected Spending – April 2020:

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

Juvenile Fiction: 28 @ \$310.00 Ingram

YA Fiction: 17 @ \$198.00 Ingram

YA Non Fiction: 43 @ \$780.00 BBRB

DVDs: 28 @ \$554.00

Totals: \$3,342.00

AFIC: \$1,500.00

JFIC: \$310.00

YA FIC: \$198.0-0

YA NONFIC: \$780.00

DVD: \$554.00

TOTAL: \$3,342.00

Librarian's Report – March, April 2020 –

Patron Count to 3/13/2020: 1,169

Computer Sessions to 3/13/2020: 277

Due to COVID-19, the Library closed to the public and essentially, Library Staff after Friday, March 13, 2020.

Since that time period we have followed Governor Lamont's directives and Seymour Town directives. Libraries are not essential services and during the Stay Safe, Stay Home time period, all staff have been working from home.

Eagle Scout Project:

You all have received information about the Eagle Scout project and we can go into that more at the meeting if you wish.

Staff During This Time Period:

Staff have been working from home, or in Lisa's case, occasionally in the library (twice a month?) as she is busy with bill pay – creating the reports, etc. Lisa was in charge of the building while I had my surgery and did a phenomenal job.

Rebecca has also been phenomenal and has been doing Facebook live story times for kids and has been running the Zoom programs that she and Ann have planned. Lynn Lewis is very popular on Zoom and has been doing that for us. This Friday (5/15/2020) Ann and Rebecca will have a scavenger hunt on Zoom for kids, asking them to find household items.

We still have many patrons contact us through email. Most are looking for a hopeful sign of when we will reopen but some with reference questions.

I've been running Zoom book clubs twice a month. We miss the Land Trust and the library, as we are reading books in public domain that we can all download for free, or I send a PDF for them to open on their computers.

Programs:

Rebecca is really our star – from the program stats you can see that her story times get many views. The April stats show that the 11 programs had 116 peak live views and many views after that. She is running 2 story times a week and then other Zoom programs, as well, with performers she and Ann contract. She was reading a juvenile book in a series of days, but it was difficult to find a time period suitable for everyone, so there was a smattering of attendance (terminated).

Book Club has been doing well considering that many of the attendees are not fans of Zoom. We have about 7 or 8 attend every two weeks.

Note: Virtual programs may be here for some time to come.

Library Website:

We paid someone \$800.00 to design our current website in 2014. It is out of date. I think all libraries are realizing we need websites we can update and change quickly due to issues that may occur.

Ultimately, we need to either pay for support for the one we have and get someone to clean it up and modernize it, or we need a new one.

During some of my time I have been working a website all staff could work on and one that I wanted to be a quick resource for our patrons. So much of what we have on the current website is obsolete during this time period.

I am not a website designer, so my efforts are meant to get us through this time period so we can pay a professional to do a good job for us – you will notice that as an agenda item for the meeting.

It is still a work in progress and I do have to port it over to Bibliomation so it will be speedier, so right now it rests on the web under: www.seymourpubliclibrarynews.org. I have not fully activated it, so even though you can find it using the URL, it won't pop up in Google.

Book Club and email chimp patrons will be reviewing it for me and will let me know what I need to change, etc.

Seymour Strong Sign:

The Seymour Strong Sign that is at the beginning of West Street with the library's name on it looks great and I have had patrons contact me to comment on it.

Library Budget for 2020-2021:

It is time to vote on the budget for next year. We are down money in the copier line item and the printing/fines line item. The Library is asking for a budget that is exact in amount to this year's current budget - \$117,929.00. We have \$115,197.00 available for next fiscal year, so are shy by about \$2,732.00. I am hoping some of the money we saved this year could go toward the budget for next year.

Request for Spending:

Our Hamel fund gave us \$44,194.00 to spend on books for this fiscal year. We have spent \$34,427.00. The request would be to spend the remaining balance of \$9,767.00 by the end of the fiscal year.

Comments on Director's Monthly Reports (February, March, and April –

Discussion of Eagle Scout Project (update): Paula forwarded the response from John Zeller to the Board. James is to check with Michael at the American Legion Post to find a new place to put the box. The library will need another bin for inter-library books (pickup/drop-off) when the library reopens. Suzanne mentioned that the library received the book bin and put it on the other side.

Discussion of Friends of the Seymour Public Library's month at the library and upcoming news

Mark and Pat contacted Suzanne for Book Sales at the end of May. The landscape has changed and this will put on hold until further notice. The possibility of curb side delivery was brought up for when the library reopens. Suzanne has been getting calls from patrons about when the library will start that. Governor Lamont has stated June 20th as the date for libraries to reopen. The question of when the delivery system will resume was brought up. Library staff and patrons will most likely have to practice social distancing after reopening and the library may have to be cleaned each night. Suzanne has researched what seem to be the best practices recommended from State Library and other sources and proposed different stages for reopening process. No one really knows what the future will bring right now.

It was suggested that since the library is closed, it might be a good time do the needed work on the building. Suzanne had already checked into this and found out that the people needed to do the work are busy with other projects. The area by the Circulation Desk has a recurring problem and Suzanne had contacted someone about this. There are currently only three maintenance people taking care of all Seymour buildings to the best of Suzanne's knowledge as one was on light duty.

Mark Pierce sent an email about 501C and a Book Sale in September. This is questionable since the climate due to COVID has still not improved. Paula said that everything is on hold right now due to COVID. Suzanne agreed by saying that the state's stats on COVID were still not great. Paula suggested that communication should be kept up as much as possible with Friends of Seymour Public Library. Suzanne responded that she had emailed Mark that the library itself was closed and no staff was in the building so all things were on hold until further notice.

Public Comment –

No Comment.

New Business –

Library Sign: The old sign has been taken down by Public Works. Paula sent a "Thank You" email. The new sign costs \$900.00 for installation. Suzanne is waiting to hear about new sign, as it's still on order from Grand Concepts. she had contacted them due to inaccuracies in the last mock up. They were to send an updated mock up.

Library Request for funds for a new Website: Paula asked Suzanne to get quotes for the cost of a new Website. She suggested checking with other libraries to make comparisons and to get recommendations for who they use. Funding for this could possibly come from the \$1,300.00 in the New Equipment Fund. While a website is not necessarily new equipment, Paula would like to allocate these funds for the new website. The library paid \$800.00 last time, but it may cost more now. Suzanne mentioned that the Library's Website should be professionally done. Suzanne has been contacting other libraries with what she feels are good websites. Paula asked that Suzanne have quotes.

Budget Vote on Non-Town Endowment Expenditures for Fiscal year July 1, 2020 – June 30, 2021: This vote will be on how we use our endowment funds from Wooster and Hamel (as well as copier money, c-car money, and revenue from printing and fees) in the next year. Funds for Programming, Databases, Natural Gas, Books, are some of the items to be reviewed.

Paula looked at the budget recommendations and compared the 2020-2021 proposal to other years. She would like the 2020-2021 total budget to look more like what it did in 2017-2018, around \$115,428.00.

Paula suggested making the following adjustments to the budget:

Adult Books – recommended spending \$27,000.00

Juvenile Books – recommended spending \$14,500.00

YA and Graphic Books – recommended \$3,250.00

Fiber Optic Line - \$1,000.00

This recommendation comes to \$2,500.00 less than the proposed budget of \$117,929.00, bringing the revised budget total to \$115,429.00.

Joyce brought up the idea that the money usually spent on Museum Passes might be needed to pay for the new website. Suzanne did contact some museums, but it is unclear when they'd be able to open. Paula said that if the Museum Pass money is not used, it could be used for the website if needed.

Suzanne brought up the need for a new "contactless" drinking fountain noting this was something Alex Danka had suggested some time back. She will price them and get more information. Paula proposed that this item be added to the June agenda.

Paula asked Suzanne to make an adjustment to the way the Hamel Fund is notated on page 2 of the report containing the Fiscal Report for 2019-2020.

Motion to accept Revised Budget of \$115,429.00: Joyce Koslowski; Seconded by: Debbie Wasikowski

Approved: 4-0-0

Review and Vote on Staff Materials Request –

A request was made to use the remaining Hamel Fund for books/staff materials (\$9,766.39).

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

Approved: 4-0-0

Public Comment –

No Comment.

Adjourning of Meeting –

A motion to adjourn the meeting was made by Joyce Koslowski at 6:52PM and seconded by Debbie Wasikowski.

Approved: 4-0-0

Respectfully Submitted,

Jessica Osborne, Recording Secretary.

5/27/2020