

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

**Thursday, June 18, 2020 – Zoom Teleconference**

**Attendance** – Joyce Koslowski, Jean Uhelsky, Alex Danka, and Library Director, Suzanne Garvey.

**Treasurer, Joyce Koslowski, called the meeting to order with the Pledge of Allegiance at 6:14PM.**

**Review of the Minutes from the May 21<sup>st</sup> Regular Meeting –**

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

Approved: 2-0-1

**Review of the Treasurer's Report for May –**

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

Approved: 3-0-0

**Librarian's Report – May 2020 –**

**Due to COVID-19, the Library closed to the public and, essentially, Library Staff on 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 at home.

**Staff During this Time Period:**

Working at home until end of May. Allowed in building in June.

**Programs:**

Rebecca has been doing Storytime Lives, Ann has been collaborating on programs, and Suzanne has been doing Zoom book clubs.

**Status as of June 12, 2020:**

May had one more week since the last meeting on Thursday, May 21, 2020.

We were allowed in the building on Tuesday, June 2<sup>nd</sup> and performed a massive clean-up operation to be able to have all staff in the building while COVID measures are still in place.

Staff did an excellent job and Maintenance was incredible.

We hope and expect to be able to open for Curbside on Wednesday, June 17 – Governor Lamont’s opening of Libraries occurring on that date.

I will be filling you in on that at meeting. We have no definites as of this writing but are preparing.

**Projected Spending – June 2020:**

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

Juvenile Fiction: 70 @ \$800.00

YA Fiction: TBD

DVDs: 28 @ \$554.00

Totals: \$2,854.00

AFIC: \$1,500.00

JFIC: \$800.00

YA: TBD

DVD: \$554.00

**TOTAL: \$2,854.00**

**Projected Spending – July 2020:**

Adult: Non Fiction and Fiction: 150 @ \$1,800.00 B&T

DVDs: 28 @ \$554.00

Totals: \$2,354.00

AFIC: \$1,800.00

DVD: \$554.00

**TOTAL: \$2,354.00**

**Projected Spending – August 2020**

Adult: Non Fiction and Fiction: 200 @ \$2,000.00 B&T

DVDs: 28 @ \$554.00

Totals: \$2,554.00

AFIC: \$2000.00

DVD: \$554.00

**TOTAL: \$2,554.00**

**Comments on Director’s Monthly Report (May) –**

Staff has masks and hand sanitizer. There will be sanitizing stations throughout the library when the Library reopens.

Returned curbside pickup books will be quarantined on a table for 48 hours before going out to another patron.

July Projected Spending in Juvenile Fiction and Young Adult is unknown yet.

Joyce asked if patrons' temperatures will be taken upon entering the building. Suzanne thinks this will be a measure that is taken.

Suzanne raised concerns about patrons not wearing masks as they approach the Library to ask questions and/or participate in the Curbside Pickup Services. Alex suggested that because the library is a town building a sign about mask requirements should be posted. The sign should state that masks must be worn to approach the building and speak to staff members.

#### **Discussion of Friends of the Seymour Public Library's Month at the Library and Upcoming News –**

Suzanne called Pat and Mark (President of Friends). They are looking forward to Curbside Pickup and hope to be allowed back in the downstairs soon. The library is not able to accept book donations during this time because of the quarantine measures.

#### **Public Comment –**

No comment.

#### **Old Business –**

**Library Website:** Suzanne called and inquired about the West Chicago Public Library District Website. It would cost at least \$6,800 depending on how many pages the library needs. They have a team of people that design it. Woodbury Library's Website is very nice and very colorful; it was done by a company in Wolcott for \$3,500.

**Contactless Drinking Fountain:** Alex got a quote on the contactless drinking fountain. The contactless drinking fountain is a no contact filtered drinking fountain used to fill water bottles in a germ-free, environmentally friendly way. Cost would be \$1,200 for the fountain and \$400 for the hook-up (no plumbing changes), totaling about \$1,600.

Motion to purchase the contactless drinking fountain with appropriate and available funds: Alex Danko; Seconded by: Joyce Koslowski

Approved: 3-0-0

#### **New Business –**

**Regina Collins Webex Conference (September):** Regina Collins is the Liaison to the Bank of America Wooster Trust. Suzanne spoke with her and she can meet with the board in September via Webex on the Board Meeting night. Suzanne will confirm with Regina.

#### **Review and Vote on Staff Materials Request (June, July, August) –**

**June Spending Request:**

Motion to accept: Jean Uhelsky; Seconded by: Alex Danka

Approved: 3-0-0

**July Spending Request:**

Motion to accept: Alex Danka; Seconded by: Jean Uhelsky

Approved: 3-0-0

**August Spending Request:**

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 6:37PM and seconded by Joyce Koslowski.

Approved: 3-0-0

**Respectfully Submitted,**

Jessica Osborne, Recording Secretary.

6/23/2020