

COPY RECEIVED  
DATE: 12/28/20  
TIME: 8 AM  
TOWN CLERK'S OFFICE

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

**Thursday, December 17, 2020 – Zoom Teleconference (Regular Meeting)**

**Attendance** – Paula Chapla, Joyce Koslowski, Jean Uhelsky, Alex Danka, Suzanne Garvey (Library Director), and Jessica Osborne (Recording Secretary).

**Absent** – Debbie Wasikowski

1.) **Call to Order** – Chair, Paula Chapla, called the meeting to order with the Pledge of Allegiance at 6:01PM.

2.) **Approval of the Minutes from the October 15<sup>th</sup> and November 19<sup>th</sup> Regular Meetings** –  
Approval of 10/15/2020 Meeting Minutes:  
Motion to Accept: Joyce Koslowski  
Seconded by: Jean Uhelsky  
Vote: 4-0-0

Approval of 11/19/2020 Meeting Minutes:  
Motion to Accept: Joyce Koslowski  
Seconded by: Jean Uhelsky  
Vote: 3-0-1

3.) **Approval of the Treasurer's Report for November 2020** –  
Motion to Accept: Alex Danka  
Seconded by: Joyce Koslowski  
Vote: 4-0-0

4.) **Librarian's Report – November 2020** –

The library opened up for Curbside Pick-Up on Wednesday, June 17, 2020. Continuation of Curbside Pick-Up through July and August.

**June** Total of Bags Picked up for 10 days open: 181  
Adult: 365; Children: 250; YA: 15

**July** Total of Bags Picked up for 20 days open: 560  
Adult: 839; Children: 596; YA: 54

**August** Total of Bags Picked up for 20 days open: 469  
Adult: 793; Children: 499; YA: 43

**September** Total of Bags Picked up for 20 days open: 527 (Opened Sept. 22 for computer use)  
Adult: 893; Children: 537; YA: 69

**October** Total of Bags Picked up for 21 days open: 547  
Adult: 968; Children: 537; YA: 100

**November – Closed Veteran’s Day (11/11), Thanksgiving (11/26), and Friday, 11/27.**

Total of Bags Picked up for 18 days open: 694  
Adult: 770; Children 618; YA: 71

Note: This month we had a lot of patrons just wanting one (1) item, which just goes to show that statistics are not always an accurate reflection of something. We did many more orders – 694 bags this month. But many less items.

November – ending November 9<sup>th</sup> computer use: 19 (last day Nov. 9<sup>th</sup> for computer use)

As of November 10, 2020 – due to the rise in COVID-19, the building has been closed again to the public – staff are being staggered. We continue to offer Curbside Pick-Up (including printing) and Virtual Programs.

**Programs:**

Children’s Programs – 7 programs and 14 attendees. Rebecca ran 5 programs, 1 of them a virtual Acting Workshop program on a Saturday. Three children and one adult attended that program.

I ran my last two Story Times in November (10 peak live views and 87 total views). Rebecca is taking them back over in December and she is phenomenal with them.

*Special Notice to Rebecca Troop for doing a Zoom program on a Saturday!*

Adult Programs – 1 program for the Month – Lost New York – 20 attendees

**Building Work:**

The town and the Library received a grant from the CT State Library which at this point is on-going. It has many stipulations for what it can be used for (basically a COVID relief based initiative that was to be worked out with Town over measures that would enable the library to be cleaned more efficiently, provide a safer and healthier environment for patrons during the pandemic and in the future, and to offer more access to Wi-Fi and digital opportunities for everyone). I sent pictures of what we hoped would be selected for upgrades. A representative came to the library and approved what they felt would bring us up to par, and Town worked with the State to approve these upgrades.

*Special notice to Alex Danko, Tom Eighmie, and Andrew who worked very hard to make areas accessible, and to Lisa Omlor who worked various shifts to accommodate work schedules and also worked to make areas accessible by moving books and cleaning, among other tasks.*

**Laptop Purchases:**

We did purchase 3 laptops – one has arrived so far and the other two are on the way. I will update at the Board meeting next week at which point they should all be in the building.

**December Spending:**

Adult Books: \$2,500.00

DVDs: \$400.00

Juvenile: \$614.36

Total: \$3,514.36

**January Spending:**

Adult Books: \$2,000.00

DVDs: \$400.00

Juvenile: \$1,000.00

Total: \$3,400.00

**5.) Comments on Librarian's November Report –**

Paula mentioned that the Holiday Decorations in front of the Library look great.

**6.) Public Comment –**

No comment.

Old Business:

**7.) Library Website – Funding, Update about the current and about the new –**

Paula's been texting Peter. He will have something ready by Christmas. Suzanne is to look into grants. Paul will keep Suzanne updated on when proposal will be in. Suzanne is concerned that Peter seems busy. Paula said the deadline should be 12/31/2020. Paula wants to get this done, as it's essential.

Suzanne mentioned that Bibliomation had a hacking event the Drop down menu on the current website is gone (no longer functioning).

**8.) Tables in the Library (New Developments) –**

Paula and David spoke on Sunday about getting the tables redone. The question arose as to whether or not clear plastic should be placed on top of tables. Alex liked this idea. Paula will talk to Mr. Kroll about getting a table to him (cost would \$500-600 per table). Each table would be refurbished and then plexi-glassed.

**8a.) (added during meeting) Windows 10 Computers –**

The computers came to approximately \$5,500. Peter from Bibliomation did the staff computers. Suzanne said the rest will be done. Suzanne said everyone loves the "all-in-one" computers.

New Business:

9.) **Library Credit Card – revisit** –

Suzanne said she had a hard time using the library credit card as it has Joyce's name and home address on it. Users tend to forget this and give the library's address, which causes the card not to work. Joyce will have the address linked to the card changed to the library's address on Monday, 12/21.

9a.) (added during meeting) **Budget** –

Paula has a copy of the budget. The library is asking for \$53,703, which is less than hoped for. The board will keep eyes on how the money is spent. The final budget will be sent out around 1/23/2021.

10.) **Public Comment** –

No Comment.

11.) **Library Board of Director's Discussion** –

Everyone wished one another a Merry Christmas and a Happy New Year.

Alex said that 76 people entered the town Christmas Decorating Contest.

Paula said that the windows look great with the new blinds.

12.) **Adjournment of Meeting** –

The meeting was adjourned at 6:26PM

Motion to Accept: Joyce Koslowski

Seconded by: Alex Danka

Vote: 4-0-0

**Action Items:**

Paula will get a table to Mr. Kroll and keep Suzanne update on her progress with Peter about the library website.

Suzanne will look into grants for the library website.

Joyce will change the address on the library credit card to the library's address.

**Respectfully Submitted,**

Jessica Osborne, Recording Secretary

12/22/2020