

COPY RECEIVED
DATE: 2/2/2021
TIME: 2:00 PM
TOWN CLERK'S OFFICE

Seymour Public Library Board of Directors Meeting Minutes

Thursday, January 21, 2021, 6PM– 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 6:02PM.

- 2.) **Approval of the Minutes from the December 17th Regular Meeting -**

Motion to Accept: Joyce Koslowski

Seconded by: Alex Danka

Vote: 4-0-0

Later in the meeting an error in the December Meeting Minutes was found regarding the budget amount in section 9a.

Minutes Approval with the following condition: On line 9a of December Meeting Minutes, the amount that the library is asking for should read \$52,120, not \$53,703.

Motion to Accept Change: Alex Danka

Seconded by: Joyce Koslowski

Vote: 4-0-0

- 3.) **Approval of the Treasurer's Report for December 2020 –**

Notes: Alex suggested that more detail as to what is being purchased be added to the report going forward. He'd like to know how many books are purchased, etc. Paula asked if a list of books could be put in. Paula asked what \$1,443 was spent on in September. Suzanne stated she would talk to Lisa about it. Suzanne stated it might have been to pay Bibliomation, she will check. Paula is concerned that we are six months through the year and there is 29% left of the budget. She stated that she understands that some months may be heavier than others due to subscriptions, etc., but there should be 50% of the budget remaining half way through the year. A reallocation of funds may be necessary. Alex noted that there is a line for supplies. Suzanne stated that she will look into it, but believes money was spent on supplies and PPE. Alex mentioned that there is a separate fund in town for PPE managed by Tom Eighmie, Head of Emergency Services. Suzanne will talk to Tom about it. Paula mentioned that the budget is down to 35% of funds for adult books. Suzanne mentioned that there is an Agenda item to discuss this. The Head of Children's Services will not be able to use \$11,000 from Hamel fund by the end of the year. Suzanne Already signed the remittance form guaranteeing the Hamel

Funds expenditure during the fiscal year as required for the Fund. As there is an Agenda item dedicated to the Book Budget, Paula and Suzanne agreed that the Board should wait for the Agenda item to discuss. Paula asked that Suzanne send out an email about what the \$1,443 was spent on in September.

Motion to Accept: Joyce Koslowski

Seconded by: Jean Uhelsky

Vote: 4-0-0

4.) Librarian's Report – December 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 (closed 4th of July)

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 open days: 527 (opened 9/22 for computer use)

Adult: 893; Children: 537; YA: 69

September – 37 uses of the computer

October Total of Bags picked up for 21 open days: 547 (closed Columbus Day)

Adult: 968; Children: 537; YA: 100

October – 90 uses of the computer

November Total of Bags picked up for 18 open days: 694 (closed 11/11, 11/26, and 11/27)

Adult: 770; Children: 618; YA: 71

November – 19 uses of the computer (last day of computer use was 11/9)

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

December Total of Bags picked up for 20 days open: 562 (closed 12/24, 12/25; half-day 12/31;

Snow/work at home day 12/17)

Adult: 834; Children: 669; YA: 65

Circulation: It remains about the same. We circulated 2,241 items which is roughly half of what we did last year.

Staffing: We continue to stagger staff in the building per Town Hall to reduce the possibility of COVID infection.

Programs:

Children's Programs – 4 at 10 attendees / Facebook views: 6 peak; 190 total views

Adult Programs – 3 at 45 attendees: Doppelgangers, Colonial Christmas, and Book Club

Building Work: The work in the building for the grant is, largely, completed.

Town Budget: The budgets are due in Town Hall the day after this Board Meeting.

February Spending:

Adult Books: \$2,500.00

DVDs: \$500.00

Juvenile: \$2,000.00

Total: \$5,000.00

March Spending:

Adult Books: \$2,500.00

DVDs: \$500.00

Juvenile: \$2,000.00

Total: \$5,000.00

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

She would like to see improved communication about grants. Paula mentioned that the board could give suggestions as to what to do with funding. Suzanne mentioned that a representative from CT State Library, the grant originator, had come in and approved expenses. The only thing Suzanne Pushed for which was not on the docket originally was to have the floors done in both bathrooms with anti-bacterial tile. Paula asked about the covers on the door handles. Alex did this work.

Alex received confirmation that the Town Hall Meeting about the budget is a Zoom Meeting to be held February 10th at 7PM. Suzanne mentioned that our turn often comes a bit earlier than scheduled.

6.) **Public Comment –**

No Comment.

Old Business:

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

Suzanne stated that there are currently 3 sites in creation and they will see which one people want to go forward with. Suzanne mentioned that there have been difficulties with Bibliomation and that they have been hacked again. She'd like to move away from using them as a hosting company. The site loses functionality when it's hacked and Suzanne has lost confidence in them. Alex raised the question as to why a professional isn't designing the website. Suzanne stated that she decided to look into getting a grant to cover it as she wanted to get something up fast temporarily. Alex stated that having people work on the website now to get something up temporarily until a professional website could be designed is a waste of people's time. Suzanne stated it's not a waste of time because she is doing work on the website off hours. Suzanne noted she liked Peter but was concerned about the time frame. Suzanne noted that the Library Website was put on the agenda in May. Suzanne said that if Peter wanted to do something and came up with a proposal she would be interested. Paula stated that Peter is more than qualified to design the website. Paula stated the board will let Suzanne do it the way she's been doing it. Alex asked how much a new website costs. Suzanne stated about \$3,500. She noted that had been reported on during other Board meetings and there had been emails about this.

8.) Tables in the Library – new developments –

Paula is waiting to hear back from Mr. Kroll about getting work done on the tables. She will reach out to him for the date. The work would most likely be done downstairs in the library with Mr. Kroll's equipment. Paula asked if this would be acceptable. Suzanne stated that it would be acceptable to her but that she had to speak with Tim Connors about it. Alex asked if everything would match. Suzanne stated that the new tables that just came in were white board tables for the children to write and draw on. Some of the tables in the library are dated and that is why they don't match the newer tables. The goal of the Library Board is to have all the tables match as much as possible which they would be willing to pay for. Alex asked if varnish would be used and was concerned about the smell. Paula suggested starting the refinishing with a round table or one of the smaller tables first and go from there. Suzanne asked if the tables would fit in the elevator. Alex stated that they would not fit in the elevators and that they would have to be carried downstairs. Alex got confirmation from Tim Willis, Fire Marshall that the work can be done downstairs in the library.

9.) Front Lawn Beautification – Hiding the HVAC machines from view –

Paula stated that Tim needs to let her know what would happen if the HVAC units were covered or wrapped. It was determined that the item should be tabled until after the town ruling on the lawsuit with the contractors. Paula thanked Alex for the deer decorations in the lawn at Christmas.

10.) Library Credit Card – follow-up from Library Director –

Suzanne called Ion Bank. They forwarded her to Kendra and Suzanne explained the situation about the computers at Costco. Until Kendra heard of the difficulties, she said the Debit card should be able to be used for expenditures. Kendra said a credit card for the library had to be

made out to an individual and their home address had to be linked to it. This is different than what Kendra had told Joyce. Joyce asked why it can't be set up like a business card with the library's address on it. Suzanne stated that Lisa would be the best person to have on the card, but Lisa is not comfortable being the person on the credit card. Paula stated that personal credit cards shouldn't be used for large library purchases. There should be a card, debit or credit, for library personnel use. Suzanne suggested leaving it as is and if there is another problem, address it then. Paula suggested that the card be under "Seymour Public Library", but Suzanne stated that Kendra at Ion Bank said the credit card had to be under a person's name and address. Alex mentioned that he has a People's Bank card for Seymour Land Trust with his name on it and anyone can use it. Paula stated that Joyce is to call Kendra at Ion to see if there is any other way to do it. If not, then the library may have to switch banks. Alex will have the People's Bank manager call Joyce. People's Bank has infinity programs that bring money into the Library.

New Business:

11.) **Vote on Fiscal budget Town Hall 2021-2022 Year –**

Proposed budget - \$52,120

Motion to Accept: Alexa Danka

Seconded by: Joyce Koslowski

Vote: 4-0-0

12.) **Endowment Book Budget – discussion –**

Suzanne stated that the endowment (Hamel Fund) will provide about \$67,000. This is about \$20,000 more than last year. Suzanne said the library doesn't need \$67,000 in books and she wants to know if E-books can be purchased with it, as they are more expensive than print books. Suzanne reached out to the Fund people about this but hasn't heard back yet. The library has had 362 circulations this month on overdrive. This is used by other libraries, as well. A person may have to wait several weeks for an e-book if it's being used by someone else. If the Hamel Fund can be used to purchase E-books, this problem would be solved. Plus, the library doesn't have space for that many new books. However, old, worn books can be replaced with new copies. Paula asked how much E-books cost. Suzanne stated they could cost as high as \$127 depending on the book. Paula stated that she prefers print books and would like the old books replaced if necessary as opposed to purchasing E-books this year. Alex mentioned that there are a lot of bare shelves and more books should be purchased. Paula stated that the extra \$20,000 could be used for Adult Books instead of the money from the budget. Suzanne stated that Hamel Fund money comes in March. Paula said to balance it out between Adult and Children's books and to bring it to the board and they will go from there. Alex suggested not buying any books until March and to wait for the Hamel Fund money. Suzanne said that patrons call in asking for the new books that have come out.

13.) **Vote on February Spending –**

Alex said he didn't want to spend any money in February and to wait until March. Suzanne said people come to Seymour because the library orders new books.

Paula was going to cut February and March spending in half, but since it's coming from the Hamel fund, it was left as is, because that money needs to be spent.

Motion to Accept: Joyce Koslowski

Seconded by: Jean Uhelsky

Vote: 4-0-0

14.) **Public Comment** –

Recording Secretary, Jessica Osborne, had a question about the cost of E-Books and the Fiscal Budget Vote.

15.) **Library Board of Directors Group Discussion – Items of Interest & Concern** –

Joyce asked if the library has a fax machine hooked up to the copier. Suzanne said they used to but the town ported the line away. It was brought to the Board as a request to pay for another line and at the time, it was not voted in. Ultimately, the fax line could be an additional \$40 a month. Paula asked that Suzanne get a current quote for adding a 4th line for the library. The copier currently doesn't have a fax capability, but Suzanne will look into whether this is still an option once the fax line is set up. Paula asked that Suzanne sum it up by email and the vote could be done by email.

Suzanne asked if there was any update on when computer sessions would begin again or when patrons could be allowed in library. Alex responded that this might happen in the middle of March.

Paula went through Voices yesterday. Newtown's Friends of the Library are hosting a pop-up book sale. She mentioned some of the other events that libraries in the area are doing, namely, Woodbury Public Library's virtual program "Make the most of your Smart TV in the New Digital Age". Paula suggested that Suzanne get in touch with Ron Fairchild for Seymour Public Library. Suzanne knows Ron and had already asked him for a program- but hoped to have it in person. Suzanne mentioned that the Seymour Library will be hosting a virtual dumpling class in honor of the Chinese New Year (Feb 8), a lecture on historic hauntings (Feb), and one on Kilimanjaro in the near future (April). There will also be cooking, history, and art programs coming soon. There will also be nutrition programs for children and youth. Suzanne stated that she spent the Matthies grant on the programs, which needed to be spent by May from what Dee told her.

Joyce stated that she will call Kendra at Ion Bank and will tell her that the Library may consider going to People's Bank and that Paula may have to go with her to close out the account. Paula mentioned that Liberty Bank should be looked into as well because the library already has accounts there. Alex will send the name of the People's Bank branch manager to Paula to send to Joyce.

Alex is getting pricing from Falcioni to paint the whole building. Once he has a quote, the library can apply for grants. Paula suggested he check out another painting company called Patinella

Painting in Oxford. Paula said she'd text Alex their information. Alex mentioned that he is also trying to get money for sidewalks in front of building. Alex asked about the possibility of getting more grants for work that needs to be done. Suzanne said that there are a lot of matching grants – i.e. the grant pays 50% and the board would pay the other 50%. Suzanne said she'd look into them. Alex asked if there are matching grants for books and E-books? The matching grant could be combined with the money from the Hamel fund. Suzanne stated that there may be more grants out there due to Covid. Paula said if there's a grant Suzanne is interested in, let the board know. Suzanne stated that she usually does, but sometimes the grant needs to be used quickly. Paula stated that she's happy to help with the grant applying process.

Suzanne asked if there is a way that the donation plaque (1994 edition) could be fixed. Paula said she would pick it up.

16.) **Adjournment of Meeting –**

The meeting was adjourned at 7:19PM

Motion to Accept: Alex Danka

Seconded by: Joyce Koslowski

Vote: 4-0-0

Action Items:

Suzanne – a. Talk to Tom Eighmie about fund for PPE/supplies for Library

b. Send out an email regarding money spent in September

c. Get a current quote for adding a 4th line and send summary in email for voting

d. Contact Tim Connors about the Table Work downstairs

Alex – a. Get People's Bank branch manager name and number to Paula for Joyce

Joyce – a. Contact Kendra at Ion Bank about another Credit Card or possibly switching banks

Paula – a. Get a date from Mr. Kroll about when work can start on tables in Library

b. Send Patinella Painting contact information to Alex

c. Pick up plaque to be fixed at library

Respectfully Submitted,

Jessica Osborne, Recording Secretary

1/26/2021