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Seymour Public Library Board of Directors Meeting Minutes

Thursday, February 18, 2021 – Zoom Teleconference (Regular Meeting)

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

Absent – Debbie Wasikowski, Alex Danka (working on snow removal for Town)

- 1.) **Call to Order** – Chair, Paula Chapla, called the meeting to order with the Pledge of Allegiance at 6:11PM.
- 2.) **Approval of the Minutes from the January 21st Regular Meeting** –

Motion to Accept: Joyce Koslowski

Seconded by: Jean Uhelsky

Vote: 3-0-0

- 3.) **Approval of the Treasurer's Report for January 2021** –

Notes: Paula mentioned that the bill for natural gas was higher than normal. Last month the bill was 92% higher than it was in January of last year. Paula stated that the bill shouldn't be so high with the library closed on Saturdays and having reduced hours. Joyce pointed out that it has been going up every month and questioned if the rates had changed. Paula stated that she looked at the rates on the 1/4/21 bill and the supply went up significantly. The library used 55-57% more gas than last year. Paula mentioned that Alex Danka said that the new system brings in cold air and heats it. In the summer the system brings in hot air and cools it. This system was supposed to be more energy efficient. Suzanne called Tim and Tony and they will send someone to check the system. Paula asked Suzanne to check the temperature downstairs next time she is down there.

Motion to Accept: Joyce Koslowski

Seconded by: Jean Uhelsky

Vote: 3-0-0

- 4.) **Librarian's Report – January 2021** –

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 days open: 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 days open: 547 (closed Columbus Day)

Adult: 968; Children: 537; YA: 100

October – 90 uses of the computer

November Total of Bags picked up for 18 days open: 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 has been closed again to the public – staff are being staggered. We continue to offer Curbside Pick-Up (including printing) and Virtual Programs.

December Total 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

January Total Bags picked up for 19 days open: 488 (closed 1/1/, 1/18)

Adult: 809; Children: 624; YA: 75

Circulation: We continue to circulate about half of the items from last year. Note: Some libraries are not sending out books for inter-library loan right now. Some closed because of COVID outbreaks – some because of issues with delivery and the State vans that retrieve and deliver books to or from home libraries.

Staffing: We continue to stagger staff in the building per Town Hall to reduce the possibility of COVID-19 infection.

Fax Line: We initially spoke to a Frontier representative who believed a fax line would be inexpensive for us but directed us to another department to get a quote. Lisa is handling that. They are in receipt of her email but have not contacted her back yet though she has sent follow up emails.

Programs: Children's Programs: 0 programs (craft kits were placed outside and noted on Facebook for curbside pickup).

Adult Programs: 1 program @ 6 attendees: Book Club – Zoom.

March Spending:

Adult Books: \$2,000.00 (144 Adult Books)
Large Print Adult Books: \$197.00 (6 books)
DVDs: \$497.00 (27 DVDs)
Juvenile: \$600.00 (60 books)
YA Books: \$300.00 (27 books)

Totals –

Adult: \$2,197.00
DVDs: \$497.00
Juvenile: \$600.00
YA: \$300.00

Total: \$3,594.00

5.) Comments on Librarian's January Report –

Paula would like follow-up on the Fax Line.

6.) Public Comment –

No Comment.

Old Business:

7.) Tables in the Library – new developments –

Mr. Kröll got back to Paula about work to be done on tables. Paula will work out a date with him within the next day or two. Work will not be done in library. Two tables at a time will be taken out to be worked on.

New Business:

8.) Discussion of Fines – starting again –

Paula stated that fines are currently suspended due to COVID. She brought up the question of whether or not fine collection should begin again. It would be a method of income for the library. Paula suggested April 1st for the day to begin fine collection

Motion to Accept: Joyce Koslowski

Seconded by: Jean Uhelsky

Vote: 3-0-0

9.) **Vote on March Spending** –

Motion to Accept: Joyce Koslowski

Seconded by: Jean Uhelsky

Vote: 3-0-0

10.) **Public Comment** –

No comment.

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

Suzanne stated that the library's website will be done in March. She attended a meeting on 2/18 and the library does pay Bibliomation to host the website. They requested that the library remove as much extra content as possible because there is a lack of space. Suzanne inquired if Peter would be able to do something on retainer. Paula stated she will text him. Paula inquired about what part of Bibliomation's fee is allocated for website hosting. Suzanne replied that the library pays \$200 for hosting per year. Paula believes that Bibliomation ran out of space on the server.

Suzanne stated that she will get in touch with the painter Paula mentioned for work to be done inside and outside of building. Paula mentioned that vinyl siding would be nice for outside of the library – something that doesn't need to be repainted. Suzanne stated that she will get in touch with Tim Connors. Paula suggested AWS out of Prospect or Cromwell, CT or DiGiorgi Roofing and Siding out of Beacon Falls.

Follow-up on Action Items from January:

Suzanne – PPE should be available from Town but hope is that we will not need to supply for long.

Joyce – To get a credit card for the town of Seymour would require a fund. For the time being, Joyce will order what Suzanne needs on the credit card

12.) **Adjournment of Meeting** –

The meeting was adjourned at 6:37PM

Motion to Accept: Joyce Koslowski

Seconded by: Jean Uhelsky

Vote: 3-0-0

Action Items:

Suzanne – Get in touch with painter about painting and Tim Connors about siding for outside of library

- Paula – a. Get in touch with Mr. Kroll about table work
b. Text Peter about working on Library Website on retainer

Respectfully Submitted,

Jessica Osborne, Recording Secretary

2/24/2021