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Seymour Public Library Board of Directors Meeting Minutes

Thursday, September 17, 2020 – Zoom Teleconference (Regular Meeting)

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

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

2.) **Review of the Minutes from the July 23, 2020 Special Meeting** –
Corrections: #12 Staff Survey – Library of the Future – 4 topics (Services, Benchmarking, Technology, and Vision)
#13a – Name correction: Tony Caserta

Motion to Accept with above corrections: Joyce Koslowski; Seconded by: Alex Danka

Approved: 4-0-0

3.) **Review of the Treasurer's Report for July and August** –
Tabled until October's Board Meeting due to questions regarding report.

There is almost a $7,000 discrepancy in fiscal year end. Paula would like to understand it. Suzanne will look at it and talk to Lisa. Joyce also raised questions about the Treasurer's Report – A charge of $183.13 new equipment charge from January 2020 expenses. Suzanne will check this, as well. Also, a charge for meetings (July 2020) of $345. Suzanne explained this was for the CT Library Consortium.

4.) **Librarian's Report – July and August, 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
Books Picked Up:
Adult: 365; Children: 250; YA: 15

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

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

Staff in Building:
Special Recognition – Rebecca and Summer Reading! Lisa and her detailed cleaning!

We've been very busy. Doing Curbside, some courtesy printing and doing a lot of cleanup work. Reorganizing shelves, weeding old and damaged books, removing books from the shelves and cleaning with Murphy's Oil Soap (Lisa).

Programs:
Twelve Children's programs were offered in July and four in August, ranging from Story times to Science Programs to Reptiles. **Rebecca Troop's write up is in your packet.**

Adult programs are doing a little better. Book Club is meeting at the Land Trust and we always have a decent crowd. Some are still sitting it out until Covid leaves. Eight attended in July, seven in August. July saw the adult Zoom program DIY Ginger Ale and Vanilla Extract (only 4 for this).

An August Zoom program scheduled on the day of the storm and subsequent power outage for many has to be rescheduled. The Zoom Zucchini Cookies recipe class had 8 attend. (Our Sept. Zoom History Program for the NY World's Fair had 26 attendees – which was great!)

Note About Adult Books:
Roughly $3,326 from that is from the money voted to spend out of the Hamel Fund in June. Many items spilled over into July. By the time we were able to accept deliveries again after entering the building on June 17, 2020, this was a given. Lisa tabulated them as July, as that was when the invoices came in but those funds are Hamel funds and from the previous fiscal year.

Status as of Today – 9/11/2020:
We are waiting to hear about "opening" for computer use in the library for patrons, which I anticipate hearing about prior to Board Meeting on Thursday. Opening will be limited to mandates for continued safety measures. (1 hour of computer time by appointment only; Patrons can get books inside the library, but cannot browse; The Fire Marshall gave the okay to have 11 in building).
We continue to offer Curbside Pick-Up DVDs, Books, Audio CDs, and Magazines. Newspapers are out for the time – Lisa Omlor called and had two suspended for now, the others expect to offer special incentives since we have closed for the public.

Tim Connors did a fantastic job with the design and choice of tempered glass around the Circulation Desk. It looks spectacular!

Alex Danka, Tom Eighmie, and Andrew work to keep us clean and remove debris and deaccessioned items from the area.

Tom Eighmie configured our computers for social distancing and connection.

We have 7 computers (5 for Internet, 2 for Catalog access) ready to go with plastic protectors for the keyboards so we can sanitize after each use.

To date: Derby Neck Library – an association library that is not a Town building opened up for limited computer use on September 8, 2020. The rest of the Valley libraries are TBD. However, Shelton will be opening up September 20 and Seymour will hopefully be open on September 22.

5.) **Comments on Librarian's July and August Report** –
Alexa Danka commended Library Personnel for working hard and well together and having very positive attitudes.

Paula Chapla thanked Alex Danka. She likes how the Library looks upon entering.

Suzanne Garvey thanked the Maintenance Team.

6.) **Public Comment** –
No comment.

Old Business:

7.) **Library Website – Funding, Update** -
Paula has reached out to her contact regarding the Website, but his father isn't doing well. However, they will remain in contact. Paula asked for patience during this time.

Funding - money left over from fiscal year that could be used, but Paula wants to be cautious in using this as there might be costs to reopening (i.e. masks, cleaning supplies, etc.).

Paula doesn't feel that Tom, Alex, and Andrew alone taking care of the building is enough. The town needs to support the Library and help keep the Library personnel and the public safe. Suzanne said she knows they work hard.

8.) **Air Conditioners – Beautification** -
Paula sent another email to Tony Caserta for update on progress. It's been a month since Paula first asked Tony about it. Alex Danka suggested Paula CC Board of Selectman on the email.

Mark and Pat Pierce (Friends of the Library) spoke to Suzanne about the entry way of the driveway. Maybe something like what Cody Kellogg did could be done in that area with flowers etc.

Paula asked Alex about mulch and black plastic edging or bricks. Alex replied that he was told by exterminators not to use mulch on commercial buildings because of bugs and termites. Paula suggested that stone, plastic, or brick would be a better choice. Her opinion is that River Stone

would look really nice. Paula will see what she can find out. Alex suggested that maybe Haynes could donate the River Stone.

New Business:

9.) **Tables in the Library (Refinishing or new? Prices, Quotes, Possible Vote)** –
Paula stated that Kenneth David Kroll out of Oxford (Furniture Finisher) quoted approximately $500 per table. Five tables would come to about $2,400. He would refinish the tops and the legs using 3 coats of satin/no shine polyurethane finish. They would look like oak tables. Alex brought up the fact that the Covid cleaning chemicals could take the varnish off the tables (or stain and streak). Suzanne agreed, as she heard this from other libraries.

Alex will get Paula a list of the cleaning supplies used and Paula will see what Kenneth David Kroll thinks.

Paula said another option would be to use oak Formica on top of tables instead.

Paula will get the pricing on Formica for tables.

10.) **Computer Purchases – Upgrading to Windows 10** –
Tabled until October's Board Meeting.

Discussion – Seven computers need to be switched out to Windows 10 (good through 2025, but updates roll out twice a year). The cost would be $755 each through Bibliomation (if 5 are purchased) which would include the work to make them consistent with pre-existing computers in terms of software, etc. Some of the computers being replaced are over 12 years old. Alex suggested that "all-in-one" computers would be better because there are less wires and looks much neater. Suzanne will look into the cost of "all-in one" computers. Suzanne said patrons use computers for live streaming, test taking, job preparation, and social services. The laptops will also eventually need to be replaced, as these have Windows 7. Alex suggested that in the future, perhaps 1 or 2 computers could be replaced at a time.

11.) **Public Comment** –
Suzanne talked to Rory regarding Webex with Bank of America next month. Suzanne will not be able to record the meeting because Bank of America is hosting it. However,the meeting has to be recorded. Suzanne will reach out to Regina Collins' assistant about access to the recording the meeting.

11a.) **Board of Directors Comments** –
Alex hopes the library will be opened soon. He suggested that a goal of the Library should be get a Writing Club started. Suzanne offered this in the past and has looked into it.

12.) **Adjournment of Meeting** –

A motion to adjourn the meeting was made by Alex Danka at 6:53PM and seconded by Joyce Koslowski.

Approved: 4-0-0

Action Items:

- Paula:

1.) Remain in contact with Website Designer
2.) Find out more information about River Stones
3.) CC Board of Selectman on email to Tony Caserta regarding the Air Conditioner/Beautification project
4.) Get pricing on Formica tables
5.) Send list of cleaning chemicals to Kenneth David Kroll

- Alex:

1.) Get list of cleaning chemicals to Paula

- Suzanne:

1.) Look into concerns about Treasurer's Report
2.) Get information about Ellington Tables out to the Board
3.) Look into the price of "all-in-one" computers.
4.) Reach out to Regina Collins (or assistant) regarding the recording of the October Bank of America meeting

Respectfully Submitted,

Jessica Osborne, Recording Secretary

9/20/2020