

Seymour Public Library Board of Directors Meeting Minutes – Special Meeting

Thursday, July 23, 2020 – Zoom Teleconference

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

Chair, Paula Chapla, called the meeting to order with the Pledge of Allegiance at 6:02PM.

- 2.) **Review of the Minutes from the June 18th Regular Meeting –**

Motion to Accept with correction that Recording Secretary Jessica Osborne be added to Attendance section: Alex Danka; Seconded by: Joyce Koslowski

Approved: 4-0-1

- 3.) **Review of the Treasurer's Report for June –**

Motion to Accept: Joyce Koslowski; Seconded by: Jean Uhelsky

Note: Joyce Koslowski asked if newspapers and magazines should be cancelled during this time since they can't be used by anyone in the library due to COVID 19.

Follow-up Action: Magazines are being checked out to curb-side at this time. Suzanne Garvey will call to check if Newspaper subscriptions can be suspended.

- 4.) **Librarian's Report – June 2020 –**

The library opened up for Curbside Pick-Up on Wednesday, June 17, 2020.

June Total of Bags picked up for the 10 days it was open: 181

Books picked up:

Adult: 365; Children: 250; YA: 15

Staff:

Ann Szaley tendered in her resignation with HR as Head of Children's Services. Ann has been an incredibly imaginative, thoughtful, and nurturing Children's Librarian for us. She started with the library on October 25, 2004 and in 2005 became the Assistant Library Director for Children's Services.

One of Ann's degrees is in Art and through the years, Ann's programs that teach children how to paint, sculpt, and draw have been in incredible demand.

Reading is a necessity to Ann and her book clubs for children are thought provoking and confidence building.

She relied on her incredible perception when recommending books to children, teens, and adults. She knew instinctively how to match the right book to the right patron.

Ann will be incredibly missed in the library but we welcome this opportunity of another chapter in Ann's life and we hope and wish it to be as happy and fulfilling as she has made our lives here.

Programs:

Rebecca has been offering 2 Facebook Storytime lives each week (8 a month). Ann and Rebecca have been offering Zoom Programs, as well, and Suzanne has been running 2 Zoom book clubs a month but next month that will change as some people head back to work. Craft Kits were given out for Father's Day (70).

Status as of July 17, 2020

We are waiting for the tempered glass to be installed. Once we have that installed, we hope to be able to open in a limited capacity in the building.

We have 7 computers ready to go with plastic protectors for the keyboards so we can sanitize after each use.

Most other valley libraries are offering Curbside at this time but remain closed. A few are opening for inside patrons.

5.) Comments on Director's June Report –

Paula Chapla asked for an update on the tempered glass. Alex responded that it should be in by August 15 or sooner.

Joyce Koslowski asked if anything should be done for Ann Szaley's retirement (August 7). The Board decided that a \$100 Amazon Gift Card would be purchased for Ann along with a Retirement Greeting Card.

Motion: Joyce Koslowski; Seconded by Debbie Wasikowski

Approved: 5-0-0

Follow-up Actions: Suzanne Garvey will purchase the Amazon Gift Card and Paula Chapla will purchase the Greeting Card.

6.) Public Comment –

No Comment.

Old Business –

- 7.) **Contactless Drinking Fountain:** The contactless drinking fountain has been purchased and was installed by the Town on 7/3. The Library Board thanks the Town for the price of installation.
- 8.) **Library Sign:** Alex Danka called for an update on 7/23 and is hoping that it will be installed by Thursday, July 30. The sign will be posted on 4x4 vinyl wrapped poles.

Follow-up Action: Alex Danka is to be involved in the installation.

- 9.) **Library Website:** The prices for a new Website range from \$1,000 to \$12,000. The hope is for it to be an interactive site. Staff does know the Wordpress platform and can make changes on that- but HTML is the issue. Paula Chapla contacted a Web Design Instructor, Mr. Sanders, for feedback on the Website. He is currently on vacation but will call back after 7/25. Paula Chapla can forward him the information necessary for him to estimate what the new design will cost before committing to a company.

Follow-up Actions: Paula Chapla will contact Mr. Sanders regarding the Website. The Library Board will look at the different Website design options and provide feedback as to which they like the best. Ultimately, the library could look for grants as well.

New Business –

- 10.) **Garden Club Donation:** Funds were previously approved for the purchase of benches for outside. This is a status update. Three heavy duty benches were ordered from a company called U-Line. They are made from recycled plastic with black legs and gray seats and back rests. They will be bolted down when installed. The benches will be delivered in 1 to 2 weeks. Two will be placed on either side of the entrance (or someplace else if so desired). Once will be placed in the Memorial Garden. The total purchase price with shipping in handling came to roughly \$1,225. The Garden Club donated \$1,000 for the benches. U-line sent a set of 2-way radios for spending over \$1,000. These can be used by the staff in the library.

Motion to pay the remainder of the U-Line bill (after the Garden Club's donation has been applied) from appropriate funds: Alex Danka; Seconded by: Joyce Koslowski

Approved: 5-0-0

Follow-Up Action: Alex Danka will assist with assembly and installation of benches.

- 11.) **Library Beautification:** This is a discussion about the library grounds (items such as hoses, plantings, the possibility of "hiding" the air conditioners out on the lawn. Paula Chapla has plants to be planted on the grounds. Alex Danka mentioned that he pressure washed the building and weeded – these areas need mulch: He got a hose but

needs a wheel. Paula Chapla suggested that something can be planted on either side of the units. The AC unit on the left is lower than the one on the right. This would need to be taken into consideration when coming up with an idea to cover the units. Alex Danka suggested that maybe a gazebo could be installed to “hide” the units from view. It was also suggested that picket fencing would look nice at the entrance to the library. It’s possible sponsors could be acquired to help with these plans (eg. Haynes, Rooster’s). Alex Danka suggested that people in the public could “Adopt-a-Spot” on the Library grounds that they will keep clean, garden in, etc.

Follow-Up Action: Paula Chapla will write an article for Voices requesting sponsors for the Beautification Program for the library. Suzanne Garvey will confer with Paula Chapla about a letter directly to Haynes and/or Rooster’s about sponsoring the Beautification Program. Suzanne Garvey will send pictures of the library to the Board showing before the AC units were installed and a picture of the library after the AC units were installed.

12.) SPL – Staff Survey – Library of the Future: This is a discussion of the survey as part of the strategic planning for the future of the library. Paula came up with questions for the survey centering around four topics – Services, Bench Markers, Technology, and Vision. She will continue working on the survey and it will then be sent to the Library Staff for completion. Paula would like it to be anonymous. Suzanne Garvey suggested for the patrons as well Alex Danka suggested an open forum discussion. Paula Chapla said this could happen after input is received and a plan for the future of the library is determined.

13.) Public Comment –

No Comment.

13a.) Board of Directors Comment –

Alex Danka made several suggestions to take under consideration. They are as follows:

1. A letter should be written to the Town describing the peeling paint throughout the library. Paula Chapla stated that Tony Concerta had previously agreed to paint.
2. Alex Danka thanked Suzanne Garvey because the Magazine Room is coming along nicely – there is more room.
3. Alex Danka stated that there is an independent company is coming to the library to discuss heating, boilers, lighting, etc.
4. Alex Danka suggested that the library apply for grants to get cases for the Matthies books. Suzanne Garvey stated that she applied for grants for cases based on the advice of the Museum of Modern Art staff that she kept in touch with but was turned down. Alex Danka suggested applying for emergency funding to preserve the historical books.
5. Alex Danka stated that the entrance to the library is dated. Maybe grants can be used for new furniture. S. Garvey said some of the furniture was still very good and made of wood. Paula mentioned that she would like to have the existing furniture restored.

6. Alex Danka brought up the new Logo for the library. Suzanne Garvey stated that two of the Logo choices are running neck and neck. The winner will be determined soon.

14.) **Adjourning of Meeting:**

A motion to adjourn the meeting was made by Alex Danka at 6:54PM and seconded by Joyce Koslowski.

Approved: 5-0-0

Respectfully Submitted,

Jessica Osborne, Recording Secretary

7/28/2020