

**Seymour Public Library Board of Directors Meeting Minutes**  
**January 21, 2016-Regular Meeting**

COPY RECEIVED  
DATE: 3/14/16  
TIME: 8:25AM  
TOWN CLERK'S OFFICE

**Attendance:** Paula Chapla, Harvey Eckhardt, Joyce Koslowski, Tom Schutte, Jean Uhelsky, Debbie Wasikowski, and Library Director; Suzanne Garvey.

**Board Chair, Paula Chapla, called the meeting to order with the Pledge of Allegiance at 7:00pm.**

**Review of the Minutes from the December 17, 2015 Regular Meeting:**

Motion to Accept: Joyce Koslowski; Seconded by: Harvey Eckhardt.

Approved 5:0:0

Abstained: 1

**Review of Treasurers Report for January:**

Board Chair noted that January denotes 6 months completed of the fiscal year and that Library spending is running high at 58% that 42% of the fiscal budget would be where it should be.

Motion to Accept: Debbie Wasikowski; Seconded: Jean Uhelsky.

Approved 6:0:0.

**Librarians Report:**

**Building Maintenance-** Work on the roof is almost complete and there have been no leaking issues.

**Computer Network-** There is a hold up in the parts order but once they are in Bill Jarvis will clean up the wires and network the library.

**Town Budget-** The proposed budget was handed in earlier this day. Wednesday, February 24, 2016 is the date of the expected Finance Board meeting and attendance at the meeting by Library Board members would be greatly appreciated.

**Programs-** Food for Fines and the option for patrons to resolve their fines by "paying" with food for the Seymour Food Bank and the Seymour Animal Shelter was very successful for all concerned. Children's and Adult programs are going strong as well.

**School Visit-** Library Director went to an outreach visit at the Seymour Middle School on December 2, 2015 to run a presentation for teachers on what we offer in eBooks, eMagazines, and also to educate on free options on the web and our website in general.

**People Counter: 3,778 Public Computers: 468**

**Public Comment:** no comment

## **New Business:**

### **Tom Eighmie-Emergency Management Director Town of Seymour**

Tom Eighmie, Emergency Management Director for the Town of Seymour proposed a generator for the building. Mr. Eighmie stated that in October 2015 he was approached by First Selectman, Kurt Miller, about a plan for all town buildings to have generators. This would allow continuity for the library and ensure that the building remain open its regularly scheduled hours in the event of power outage. Paula Chapla questioned the state of the rest rooms and other facilities in the library and requested capacity numbers and the size of the generator and whether it would be on the library grounds. Mr. Eighmie assured the Board that the generator would only be used to maintain the regularly scheduled business hours for the library and that there is no intention for the library to be an emergency center. There are other facilities in the town designated as the Emergency centers. Tom Eighmie further assured that there would no additional clearance given or needed for any extra or unauthorized personnel to enter the building when the library is closed. The Board agreed that this sounded like a wonderful opportunity for the Library and its patrons and it was resolved to vote on this at the next Board meeting- February 18, 2016.

**Baby Changing Station:** Due to damage to the baby changing station in the upper men's bathroom- it has been determined that the library would like to purchase 3 tables. One for the upstairs men's room and one each for the men's and women's rooms in the lower level. Board was receptive to this but suggested checking with the Friends first.

**Museum Passes Policy:** To further ensure the return of museum passes in a timely manner, there was a request to increase the per day late fine associated with the passes. The current fine is one dollar (\$1.00) a day which does not deter late return of the pass. The new fine amount was suggested to be ten dollars (\$10.00) a day which is consistent with what other area libraries charge.

Motion to accept: Harvey Eckhardt; Seconded: Joyce Kozlowski.

Approved 6:0:0.

### **Donation Jar for Matthew Haggarty's Eagle Scout Project:**

There was a request from Matthew Haggarty that he be allowed to put a donation jar in the library for the funds for his Eagle Scout project which is to build a sign for the Seymour Public Library.

Motion to accept: Harvey Eckhardt; Seconded: Joyce Kozlowski.

Accepted 6:0:0.

**Vote on Rollover-Account renewal:**

Discussion ensued about the Library account with the newly named Liberty Bank. Joyce Kowalski, as Board treasurer, said she would check on rates to see if it was of interest to change Banks or just rollover.

**Approval of staff materials from January for a total of \$5, 707.00**

Motion to accept: Jean Uhelsky Seconded: Harvey Eckhardt  
Approved 6:0:0

**Adjourning of Meeting:**

A motion to adjourn the meeting was made by Jean Uhelsky at 7:58 PM and seconded by Thomas Schutte.

Approved 6:0:0

**Respectfully Submitted,**

Suzanne Garvey, Library Director

Due to absence of Recording Secretary, Becca Cretella  
2/6/2016