

**Seymour Public Library Board of Directors Meeting Minutes-  
September 19, 2019-Regular Meeting**

**Attendance-** Harvey Eckhardt, Jean Uhelsky, Paula Chapla, Debbie Wasikowski, Thomas Schutte, Mike Flynn (arrived 7:15), 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 June 20th Regular Meeting-**

Motion to accept: Debbie Wasikowski; Seconded by: Harvey Eckhardt.  
Approved: 5-0-0

**Review of the Treasurers Report for June, July, and August-**

Motion to accept: Harvey Eckhardt; Seconded by: Debbie Wasikowski.  
Approved: 5-0-0

**Librarian's Report-June 2019-**

**Patron Count: 3,970**

**Computer Sessions: 376**

**Staff:** Ann Szaley, Children's Librarian, returned in the beginning of June. Suzanne recognized Rebecca Troop for taking on all duties in Ann's absence. Other staff members took vacations once Ann came back.

**Programs:** There were 4 Adult Programs held in June – "Stoned," Charles McNair on the Vietnam War, Evening Book Club, and Peter Winne's Blue Grass Group, Audrey Mae. Juvenile Programs included book clubs and story times (5 programs) and Lynn Lewis performed for children 6 months to 6 years of age. Summer Reading started on June 26<sup>th</sup>.

**Building Committee Upgrades:** The HVAC units are putting out too much cold air and no one at the library has access to the password protected control panel. Neither the town nor the building committee has been able to regulate it so that it's comfortable. Dehumidifiers are running in the building to combat the humidity issue.

**Stats:** Circulation stats are up from June of 2018, with Juvenile, DVDs, and Overdrive (eBooks) showing the most gain. Adult, magazine, and audio circulation are down.

### **Librarian's Report-July 2019-**

**Patron Count: 4,120**

**Computer Sessions: 348**

**The library was closed Thursday, July 4, and Friday, July 5**

**Update:** Cody Kellogg has been working on his Eagle Scout Project.

**Building Issues:** Potholes and Sidewalk erosion have been reported.

The gutters are leaking and need repair. This has also been reported.

**Building Committee Upgrades:** HVAC system continues to be an issue. The Town and Building Committee are still trying to regulate it.

**Programs:** Summer Reading programs ran through July. Ann and Rebecca planned many events and had readers report on the books they read. The reports were displayed on the "Swiss Cheese Moon." Raffles for McDonalds, Applebee's, Quassy, and New Britain Bees were used as incentives and Rebecca garnered prizes from local businesses. The library theme this summer was Universe of Stories. Other Juvenile Programs included magicians, science shows, art programs, and visits from the Yo Yo Guy, Cedar Island Marine Life, and Bring the Hoopla. The attendance total for Juvenile Programs was 832 (children and adult company). Adult Programs included a Horticulturist (Tovah Martin), a presentation on P.T. Barnum and viewing of *The Greatest Showman* (Marian O'Keefe, a Dog Behaviorist (Virginia Dare), and Evening Book Club.

**Stats:** Adult circulation up 250 over last year, Juvenile up 300, and YA up 30. DVDs and eBooks were also up.

### **Librarian's Report-August 2019-**

**Patron Count: 3,966**

**Computer Sessions: 360**

**Update:** Cody Kellogg completed his Eagle Scout project. His project included cleaning out the Memorial Garden, beautifying the flag pole, and creating a walkway and preparing it for flowers beneficial to insect life. Paula Chapla, Library Board Chair, was Cody's sponsor and

oversaw the project. At completion, she contacted First Selectman, Kurt Miller, who came to thank Cody and a group picture was sent to *Voices*. The Library and Town thank Cody and Paula.

**Building Issues:** Public Works through the Operations Department is to repair potholes near the front of the library parking lot entrance. Public Works has also completed some repairs on the sidewalk erosion – full estimate of repair cost was initiated by the Operations Department. Operations and Public Works are to repair the gutters at the front of the building, but this has not been done yet.

**Building Committee Upgrades:** The HVAC system continues to have issues – it is still cold in the programming rooms when it cycles on. At the Building Committee meeting in August 2019, Mike Marcinek directed the thermostat to be raised. Don Smith came to raise the temperature and contacted Tucker Mechanical, the installers of the units. No response was yet received from Tucker Mechanical. As of September 13, the units still cycle on and reduce the temperature too much when patrons are present. The dehumidifiers are still in use due to humid conditions.

**Programs:** Summer Reading ended on August 14<sup>th</sup>. 199 children signed up for Summer Reading. A total of 3,891 books were read by participants and 1,000 reports (Swiss Cheese) were presented. 29 programs were held during Summer Reading. Puppet shows, science programs, egg drops, a Henna program, a magic show, and a party were held. Ann and Rebecca dedicated many hours to these programs and did an excellent job. 264 children attended the 7 programs offered for Youth in August (with 129 adults), bringing the attendance total to 393. Three programs were offered for Adults, which included a Woodstock program (12-13 attendees). This was highly recommended but not successful. Marian O’Keefe gave a presentation about the ’55 Flood and 89 patrons attended. The Evening Book Club continues to have 12 or more attendees and continues to meet at the Land Trust. The Library is partnering with Goodwill Shelton Career Center and Platform to Employment to offer programs for training and future employment. Five attended the Goodwill resume help workshop. On the 19<sup>th</sup>, the

workshop focused on cover letters and 3 people attended. Next month, the workshop will cover job interview tips.

**Stats:** Stats are down this August. Adult books are up by 100, Children's by 450, and YA by almost 100. DVD stats are up a little and eBook use is up by about 80 uses.

**Projected Spending – September 2019:**

Adult – Nonfiction and Fiction: 87 at \$2,500.00 B&T

Juvenile – 45 at \$450.00

J Nonfiction – 79 at \$1,100.00

YA – 26 at \$320.00

DVDs 21 at \$500.00

Totals:

AFIC - \$2,500.00

JFIC/JNFIC - \$1,550.00

YAFIC - \$320.00

DVD - \$500.00

Total = \$4,870.00

**Projected Spending – October 2019:**

Adult – Nonfiction and Fiction: 76 at \$2,000.00 B&T

Juvenile – TBD

YA – TBD

DVDs – 21 at \$500.00

Totals:

AFIC - \$2,000.00

JFIC/JNFIC – TBD

YAFIC – TBD

DVD - \$500.00

Total = \$2,500 and Juvenile TBD by meeting 9/19/2019

**Discussion about HVAC issue** – There is no solution to this problem, yet.

**Discussion about Cody Kellogg's Eagle Scout Project** – The picture of Cody and Kurt Miller and the article about Cody's project have not yet appeared in *Voices* and there has been no news from them regarding

this. Paula stated that on 9/23 or 9/24, Cody was to appear in front of the Housatonic Council. Paula (Cody's project sponsor) and read to the Board a letter about Cody's project.

**Discussion about building issues** – Alex D. got quotes for work on sidewalk. Suzanne said she will bring this up at the next Town Safety meeting. Paula asked her to inquire about a brick walkway that downtown has.

**Public Comment-**

No Comment.

**Old Business-**

**Library Sign:** The sign is to be made by Grand Concepts Design. Suzanne passed pictures of the current sign around the table. Suzanne and Paula agreed to arrange to get rid of the brick base so that the new sign looks more like the Seymour town sign (i.e. white posts with Town Seal- no yellow on design)

A motion to pay up to \$700.00 for the new sign was made by Mike Flynn and seconded by Jean Uhelsky

Approved: 6-0-0

**New Business-**

**Teacher Cards:** The Teacher Cards pose no limits to children's books educators borrow and they are not fined for late returns. Suzanne has noticed that people are borrowing Adult Fiction on the Teacher Cards. This causes a delay in getting books to other patrons because people are not bringing them back by the due date. It was agreed that the benefit of no fines on children's books returned late will remain, but fines will be generated for adult books that are not returned by the due date. Suzanne will have this adjusted through Bibliomation and send an email blast or some other type of notification with an effective date for this policy to be November 1.

**Platform to Employment Meeting Room Application:** The question was raised as to whether or not the group should be permitted to eat on

the premises during the meeting. Currently, the group would like to bring in a continental breakfast. The library policy states that any food brought in must be approved by the library board. It was suggested that participants in the program use Trinity Church for parking because the library can't give all of its spots to people participating in the program, leaving none for regular patrons. It was suggested that if room rental gains popularity, the fee should also go up.

A motion to approve the group to use the library and bring refreshments was made by Harvey Eckhardt and seconded by Thomas Schutte.

6-0-0

**Painting Bathrooms:** Alex Danka said Falcioni would paint each bathroom for \$400, making the total \$1,600 for 4 bathrooms. The question was raised as to why the town couldn't do it. It was mentioned that a lot needs to be repainted at the library and it shouldn't come from the Library Budget. Library Board expressed that the Town should be responsible for it. Suzanne suggested that perhaps volunteers could do it and the Board could buy the paint. However, the Town has said in the past that a Union person would have to do the painting. It was agreed that the topic would be tabled until next month's meeting. Suzanne will look to see if Public Works/Operations will paint the bathrooms.

**Staff Materials Request for September and October (review and vote):**

Staff Materials for September and October is \$4,500.00 (to be kept under \$5,000.00)

Motion to accept: Jean Uhelsky; Seconded by: Debbie Wasikowski

Approved: 6-0-0

**Public Comment-**

The Library Board thanked Ann and Rebecca for their hard work over the summer. Suzanne will contact *Voices* about mentioning them and other donors.

**Adjourning of Meeting:**

A motion to adjourn the meeting was made by Debbie Wasikowski at 7:49PM and seconded by Harvey Eckhardt.

Approved: 6-0-0

**Respectfully Submitted,**

Jessica Osborne, Recording Secretary.

9/28/2019