

Seymour Public Library Board of Directors Meeting Minutes

October 17, 2019 – Regular Meeting

Attendance – Paula Chapla, Joyce Koslowski, Jean Uhelsky, Harvey Eckhardt, Mike Flynn, and Library Director, Suzanne Garvey.

Board Chair, Paula Chapla, called the meeting to order with the Pledge of Allegiance at 6:57PM.

Review of the Minutes from the September 19th Regular Meeting –

Motion to accept: Harvey Eckhardt; Seconded by: Jean Uhelsky

Approved: 4-0-1

Discussion: Paula mentioned that an article about Cody Kellogg and his Eagle Scout Project appeared on page 48 of *Voices* this week.

Review of the Treasurer's Report for September –

Motion to accept: Mike Flynn; Seconded by: Harvey Eckhardt

Approved: 5-0-0

Discussion: Paula mentioned that the months of July, August, and September make up the 1st Quarter of the Fiscal Year. Typically, at the end of the 1st Quarter, 75% of available funds are left over for use during the rest of the year. Paula noticed that some of the funding for certain items were below this mark. She stated that budget shifts were possible, if needed. It was noted that a general donations of \$1,100 were received and tabulated on the Supplemental Income report.

Librarian's Report – September 2019 –

Patron Count: 3,293

Computer Sessions: 379

Closed Labor Day – Tuesday, September 3, 2019

Donor Plaques: Library donor plaques from the 94 addition located across from the circulation area have been falling apart. The donor name sections are falling on the floor and double sided gorilla tape was not working in all areas. This started when the roof leaked near the area and in the back of the plaques. Recognition to Paula Chapla for hammering out the plaques and reapplying them in a way that makes the one she completed look new!

Major Safety Issues: Safety Committee Issues – On Thursday, September 26, 2019, Safety Committee Chair, Alex Danka, and Town Facility Manager, Tim Connors cordoned off the following areas:

- 1.) The area in front of the Circulation Desk that has the ridge in the flooring and is detouring patrons around the circulation desk. The ridge seemed to be getting worse, settling may be the issue. Town is expected to fix the area.
- 2.) The picture book, easy reader, and play area in the Children's Room due to carpet puckering. Carpeting is from 1994. In a separate area, Alex and Tom gorilla taped down the area of pucker in the hallway from the children's DVDs across to the entrance of the Children's Room.

Tim Connors initiated contact with the Library Board in the hopes of coming up with funds for the project. Paula Chapla (Chair), Deb Wasikowski (Vice Chair), Joyce Koslowski (Treasurer), and Suzanne Garvey (Library Director) met with Tim Connors on Friday, October 4, 2019. A request for bids for the area was put out by the Library Board.

Building Issues:

Potholes need to be fixed

Sidewalk erosion – Alex Danka completed temporary work – acknowledged this is not his field but he made the area accessible and safe for our patrons. Nice job!

Gutter Repair – front of building – to be repaired through

Building Committee Upgrades: Still issues which are known and are purportedly being addressed.

Programs:

Children's: Family Place is back and reading programs have started again with book clubs- 6 programs offered. 125 attendees.

Adult Programs: 5 programs attendance 69. Book Club steady. The others- CJ West and Downtown Train, an herbal program, a Connecticut icon one, and Mark Twain and the Presidents.

Stats:

Stats from September 2018 are almost exact to this year. A little more circulation in DVD and in eBooks compensates for the slightly decreased totals in other areas.

Projected Spending – October 2019:

Adult: Non Fiction and Fiction: 76 @ \$ 2,000.00 B&T

Juvenile Fiction: 26 @ \$270.00

YA: 15 @ \$ 300.00

DVDs: 21@\$ 500.00

Totals:

AFIC: \$2000.00

JFIC/JNFIC: \$270

YAFIC: \$300

DVD: \$500.00

TOTAL: \$3,070.00

Projected Spending – November 2019:

Adult: Non Fiction and Fiction: 91 @ \$ 2,750.00 B&T

Juvenile Fiction: 35 @ \$355.00

JNon-fic: 65 @ \$920.00

YA: 22 @ \$ 280.00

DVDs: 21@\$ 500.00

Totals:

AFIC: \$2750.00

JFIC/JNFIC: \$1,275.00

YAFIC: \$280

DVD: \$500.00

TOTAL: \$4,805.00

Note: Ann Szaley will look to purchase the 2020 22 volume World book set when it is release in December 2019.

Discussion about Sidewalk Erosion – Area near the Flag Pole is fixed. Paula Chapla sent a thank you text.

Public Comment –

No Comment.

Old Business –

Library Sign: Grand Concepts was going to run downtown to look at sign at Town Hall to get an idea for the design. It is hoped that this will be completed next month.

New Business –

Carpet for the Children’s Room: A Request for Quote was sent to six different companies for the new carpet in the Children’s Room, including Valley Flooring. Quotes from companies should include pricing for a small section of carpet, a large section, and the entire room. A couple of responses were received already, but Paula Chapla suggested holding off on sharing the information in the quotes until all are in. She said she would make a spreadsheet for comparing the quotes. The question of who would be responsible for paying for this service came up. Paula Chapla did not want to speculate. It was hoped that the Town would be able to pay some on this project. Suzanne mentioned that she should have more quotes around October 22.

Meeting Pod: “Hush Meet” by Inside Source is a Polish Design. The space could be used for job interviews, social work meetings, literacy sessions, etc. The space is not wheelchair accessible, but this does not violate ADA regulations because there are alternative spaces in the library that can accommodate patrons with such needs. Suzanne went to NY to view “Hush Meet”. It would cost around \$15,000 (furnishings included). It was mentioned that \$10,000 from a Matthies grant was awarded for this project. Fire Marshall, Tim Willis, said that the space would need a sprinkler system. The sprinkler system would cost \$1,400 plus an additional \$700 if lift is needed. Suzanne is asking for \$5,000 to cover this. Danbury Public Library has a “Hush Meet” space and it works well for them. The discussion ended with an agreement to see how the issue progressed.

Staff Materials Request for October and November (review and vote) –

Staff Materials for October: \$3,070

Staff Materials for November: \$4,805

Motion to accept: Joyce Uhelsky; Seconded by: Harvey Eckhardt

Approved: 5-0-0

Public Comment –

No Comment.

Adjourning of Meeting –

A motion to adjourn the meeting was made by Jean Uhelsky at 7:46 and seconded by Mike Flynn.

Approved: 5-0-0

Respectfully Submitted,

Jessica Osborne, Recording Secretary.

10/24/2019