

Seymour Public Library Board of Directors Meeting Minutes-

November 21, 2019 – Regular Meeting

Attendance – Paula Chapla, Debbie Wasikowski, Thomas Schutte, Harvey Eckhardt, Mike Flynn, Library Director, Suzanne Garvey, and public citizen, Elizabeth Alvarez.

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

Review of the Minutes from the October 17th Regular Meeting –

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

Approved: 3-0-2

Review of the Treasurer's Report for October –

Motion to accept: Debbie Wasikowski; Seconded by: Thomas Schutte

Approved: 5-0-0

Discussion: Paula mentioned that 66% of the budget has been spent and that supply purchases have been consistent. Acknowledging that expenses billed once a year, drove that percent up. Also, \$795 in dues was paid to Connecticut Library Consortium, approved for October.

Librarian's Report – October 2019 –

Patron Count: 4,140

Computer Sessions: 469

Closed Columbus Day – Tuesday, October 5, 2019

Major Safety Issues:

- 1.) Area in front of the Circulation Desk – barricades moved to one area by new releases. Area was cordoned off from Thursday, September 26, 2019 – October 21, 2019.
- 2.) Closed/cordoned off: the picture book, easy reader, and play area in the Children's room due to carpet puckering. Carpeting is from 1994. Re-opened prior to Board meeting as puckering was down by Alex Danka on Thursday, November 21, 2019.

Carpet Bid Update ---

The bids on carpeting of the children's room have come in. Five businesses participated in the bid process. Three of the bids were high or had inconsistencies. Paula Chapla was present for the process and a meeting with Tony Caserta and Tim Connors took place after bids were in.

Board members received this packet of information from the bids and a spreadsheet created by P. Chapla.

Building Issues:

There are issues with heating in the building and with the HVAC, as well. The gutter repair needed in the front of the building will be brought up, again, at the Safety Committee meeting in November.

Programs:

October is a big month for programming for both Children and Adults.

Children's Programs: Ann and Rebecca had 222 children/YAs attend programs and 159 adults bringing them.

Adult's Programs: Eight programs and 154 attendees for Adult. We had 2 psychic/mediums which brought in good numbers – 28 for one and 42 for the other.

Stats:

Stats are up this year from the previous year. Juvenile circulation went up by 200 items. DVDs increased by 100 circulations. Overdrive and Adult by about 30 circulations each.

Projected Spending – December 2019:

Adult - Non Fiction and Fiction: 91 @ \$2,500.00 B &T

Juvenile Fiction: 33 @ \$320.00

Juvenile Non Fiction: World Book - \$999.00 and 57 @ \$1,100.00 Apple Books

YA: 18 @ \$250.00

DVDs: 21 @ \$500.00

Totals:

AFIC: \$2,500.00

JFIC/JNFIC: \$1,470.00

World Book: \$999.00

YAFIC: \$250.00

DVD: \$500.00

TOTAL: \$5,719.00

Projected Spending – January 2020:

Adult – Non Fiction and Fiction: 86 @ \$2,250.00 B&T

Juvenile Fiction: 77 @ \$1,050.00

Juvenile Non Fiction: 65 @ \$920.00

YA: 23 @ \$295.00

J & YA Audiobooks @ \$450.00

DVDs: 20 @ \$500.00

Totals:

AFIC: \$2,250.00

JFIC/JNFIC: \$1,970.00
YAFIC: \$295.00
Audiobooks, J/YA: \$450.00
DVD: \$500.00
TOTAL: \$5,465.00

Public Comment –

Elizabeth Alvarez attended the meeting and mentioned that the Children's section needs to open and repaired in a more timely fashion than it was, as many parents use it with their small children. A lot of parents are concerned about things like the carpet for the Children's section, but couldn't make it to the meeting. She also expressed concerns over additional programming which could be offered at Seymour Public Library. She used examples of programming from Derby, Oxford, Ansonia, Branford, and Fairfield to illustrate the types of programming that families would enjoy having available in Seymour, such as teen oriented programs (i.e. Dungeons and Dragons, she acknowledged the board game group S. Garvey was trying to start). Ms. Alvarez provided a handout showing what parents want in a Public Library. The handout included programming for English Language Learners, Homework Help.

S. Garvey responded that Fairfield Library has an annual budget of \$3,000,000.00 according to their last state report. They also have 27 full time employees and 70 part time employees. Seymour has 3 library pages that can't do any circulation duties.

Paula responded that the Library Board was considering quotes from several companies to repair the carpet in the Children's Section.

Suzanne said that, outside of the town budget, the endowment budget had \$117,000.00 to spend which incorporated databases, programming, books, DVDS, natural gas, phone and equipment and other expenses. The Board does dip into savings to cover these costs of library operation.

Thomas suggested that Ms. Alvarez gather a group of mothers from town together and voice their concerns to the Finance Board.

Paula hoped all of Ms. Alvarez's questions were answered.
(Note: Public Comment was closed at 7:53PM.)

Old Business –

(Note: Board Chair, Paula Chapla, changed the order of the Old Business items so that Children's Room Carpet was discussed before the Library Sign discussion).

Children's Room Carpet:

Board Chair, Paula Chapla and Library Director, Suzanne Garvey met with Tony Caserta and Tim Connors. The money to repair the carpet in the Children's Room will have to come from the Library Board.

Quotes were collected from companies in the area for the work that needs to be done to the carpet.

The two quotes being considered are from All Premier Flooring and Valley Flooring. All Premier Flooring quoted the work could be done for \$6,700.00. Valley Flooring quoted the work

for \$7,000.00. Valley Flooring said they could do the area in front of the Children's Room for no extra cost, but this was only verbalized and it would need to be in writing to move forward.

The difference in price between All Premier Flooring and Valley Flooring is \$300.00. Paula suggested that if Valley Flooring can't provide what was promised verbally (i.e. the area in front of the Children's Room), the Board should choose All Premier Flooring to do the work.

Harvey suggested that Paula ask Valley Flooring to match the quote presented by All Premier Flooring.

The earliest date for repair to begin would be Martin Luther King Day in January, 2020. The library is closed that day and also the Tuesday following. The quote for \$7,000.00 doesn't include moving library furniture and other items. Employees from Public Works would have to come in help prepare the area for the work. Paula said that the Board would need to coordinate this with Facilities Manager, Tim Connors and Public Works. Suzanne mentioned that if a different week in January were chosen the work could begin on a Monday. The Children's Section would have to be closed for the duration of the repair, but the lower level could be used to provide a play area, reading area for the children during this time.

Paula said that \$7,500.00 could be taken from savings to cover the cost of the carpet repair.

Motion to choose Valley Flooring: Mike Flynn; Seconded by: Thomas Schutte

Approved: 5-0-0

Library Sign:

The Library Board will be paying for the new sign. Suzanne mentioned she will need to get approval for the sign and will call Rory Burke on Friday, November 22. Paula is to go with Suzanne to the 1st Selectman Board Meeting to make arrangements for the sign.

New Business –

Laptop Purchase Request:

The Mac Laptops would be \$699.00 each at Costco. The 3D Printer and Cricut need Windows 10. Paula suggested this discussion be tabled until next month's meeting.

Staff Materials Request for December and January (review and vote) –

Staff Materials for December: \$5,719.00

Staff Materials for January: \$5,465.00

Motion to accept: Mike Flynn; Seconded by Debbie Wasikowski

Approved: 5-0-0

Discussion: Doc Martin DVDs come out in December and January is a big publication month. Paula advised to try to keep spending closer to \$5,000.00. February the aim should to keep it under \$5,000.00.

Public Comment:

Ms. Alvarez suggested hiring two part time or additional full time staff employees because when Ann was out library staff was stretched thin. The library Board does request this every year but the Finance Board has not been able to approve this request. She also suggested that a Lego Table and art section would be nice for the Children's Area. Ms. Alvarez wondered if the library would be purchasing another 3D printer. The 3D printer the library was able to buy was obtained by a grant from the Matthies Foundation that S. Garvey applied for.

Paula mentioned that a Lego Table is on the docket.

Adjourning of Meeting –

A motion to adjourn the meeting was made by Mike Flynn at 8:14PM and seconded by Debbie Wasikowski.

Approved: 5-0-0

Respectfully Submitted,

Jessica Osborne, Recording Secretary.

11/30/2019