

**Seymour Public Library Board of Directors Meeting Minutes –**

**December 19, 2019 – Regular Meeting**

**Attendance** – Paula Chapla, Debbie Wasikowski, Joyce Koslowski, Jean Uhelsky, Alex Danka, and Library Director, Suzanne Garvey.

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

(Note: Paula Chapla introduced new Board Member, Alex Danka.)

**Review of the Minutes from the November 21<sup>st</sup> Regular Meeting –**

Motion to accept: Debbie Wasikowski; Seconded by: Alex Danka

Approved: 2-0-3

**Review of the Treasurer's Report for November –**

Motion to accept: Joyce Koslowski; Seconded by: Debbie Wasikowski

Approved: 5-0-0

Discussion: The November 2019 gas bill was compared to the November 2018 gas bill.

**Librarian's Report – November 2019 –**

**Patron Count: 3,204**

**Computer Sessions: 413**

**Closed three days – Veteran's Day, November 12, 2019  
Thanksgiving Holiday, November 21  
Day After Thanksgiving, November 22**

**Building Issues:**

- 1.) Issues with the gutters – an area of the sidewalk was blocked off last week as an employee slipped and fell on the ice when leaving at 5:50 PM last Tuesday. This issue has been reported at the last two safety committee meetings and pictures of the leaking areas had been sent prior to the incident. An accident report was filed – the employee was not hurt (thankfully).
- 2.) Issues with the heat in the building as well. They are looking into the cause of that. It was affecting the side staff offices and the upstairs bathrooms.

**Programs:**

The Adult Department had the Ghost Hunter / writer Jeff Belanger and 83 patrons attended that program. There were 3 other programs as well and decent attendance despite the holiday. The Children's Department had 5 programs and attendance of 123. They, also, offered a Thanksgiving craft table which was well received.

**Stats:**

Stats are down from this month from the previous year month. Circs in DVDs and Magazines are the only areas that increased this month.

**Projected Spending – January 2020**

Adult – Non Fiction and Fiction: 86 @ \$2,250.00 B&T  
Juvenile Fiction: 77 @ \$1050.00  
Juvenile Non Fiction: 65 @ \$920.00  
YA: 23 @ \$295.00  
J & YA Audiobooks @450.00  
DVDs: 28 @ \$554.00

**Totals:**

AFIC: \$2,250.00  
JFIC/JNFIC: \$1,970.00  
YAFIC: \$295.00  
Audiobooks, J/YA: \$450.00  
DVD: \$554.00  
**TOTAL: \$5,519.00**

**No totals for February have been tabulated yet.**

**Public Comment –**

No comment.

**Old Business –**

**Carpet for the Children's Room:**

Status of carpet repair from last month was reviewed. Peter from Valley Flooring was in last week and everything is ready to begin work. Valley Flooring will order everything. The materials will be in next week. The tiles can be used immediately after install. Tim Connors is to arrange install. He, Alex Danka, and crew will move furniture and books in preparation and move them back afterwards.

It was proposed that everything get moved out of the Children's Room on a Friday. A path to the bathroom and exit would need to be created so that patrons can access these areas while the library is open on Saturday while the work is going on. The library is closed Sunday and Monday to complete the install and to take care of any issues that may arise during the

installation. All of this would be dependent on the staff involved with the move and if the town Fire Marshal oks the parameters.

Two possible wish dates were proposed for the work – January 3 and January 17 (Martin Luther King, JR. Day).

**Library Sign:**

The Board is to pay approximately \$750 for the 2-sided sign comparable to the signs throughout the rest of town. The sign is being made by Grand Concepts.

Question was posed about whether or not to keep the brick base for the sign and how much it would cost to remove. Alex stated that this would be a job to be done by Public Works and suggested the Board call before they dig. There was a discussion about the possibility of lighting the sign (set on a timer) and the cost of this.

**New Business –**

**Budget, Town 2020-2021 – new line item requests and increases to line items.**

An additional \$2,000 was requested in the page line. Pages are the only ones, other than maintenance, to have dusting in their job descriptions.

It was pointed out that there is a need for more library staff and that there should be at least three people working on Tuesdays, Wednesdays, and Saturdays. An additional part time person would need to be added to the staff. The question was raised about whether or not a maintenance worker could perform the dusting and help with programs. Having a third staff member would help alleviate safety concerns at closing time.

It was proposed that Town Selectmen and Board be invited to tour the library to see the improvements that we are looking to complete. Paula, Alex, and Suzanne were tasked with setting for Thursday, January 9<sup>th</sup> at 7PM.

**Staff Materials Request for January (review and vote):**

Staff Materials for January: \$5,519.00

Motion to accept: Debbie Wasikowski; Seconded by: Joyce Koslowski

Approved: 5-0-0

**Public Comment –**

No comment.

**Adjourning of Meeting –**

A motion to adjourn the meeting was made by Joyce Koslowski at 8:00PM and seconded by Debbie Wasikowski.

Approved: 5-0-0

**Respectfully Submitted,**  
Jessica Osborne, Recording Secretary.

12/26/2019