

**SEYMOUR PUBLIC LIBRARY BOARD MEETING**  
**Regular Meeting**  
**December 18, 2008**

Present: Loreen Coe, Brian Koskelowski, Steve Kulas, Pauline Lounsbury, Dorie Poeta, Head Librarian Carol Ralston

**CALL TO ORDER** convened at 7:05 p.m. with Pledge of Allegiance led by Dorie Poeta.

**APPROVAL OF MINUTES** from the November 20 regular meeting was accepted. Motion to accept: Brian Koskelowski, Second: Steve Kulas. 5-0-0

**TREASURER'S REPORT:** Carol informed board that the Matthies Foundation monies had been spent. Motion to Accept: Steve Kulas; Second: Brian Koskelowski. 5-0-0

**LIBRARIAN'S REPORT:** A preliminary budget has been drafted for 2009/2010 budget. Once a definitive figure has been received in the beginning of January 09 these figures can be adjusted to finalize a true budget.

Oil delivery of 1,328 gallons were delivered at a cost of \$3.53 per gallon resulting in bill of \$4,687.84. This will be paid with endowment funds. Current amount in oil line is \$12,267.91 and will decrease to \$7,578.00. We predict two to three further oil deliveries for this year.

Carol met with First Selectman Koskelowski on December 9, 2008 to discuss the decrease in funding from the Wooster Fund. Mr. Koskelowski graciously offered transferring \$4,500 from the town's contingency fund to help pay for oil. The Library Board of Directors would have to make a motion requesting this additional funding and send the request to the Board of Selectman and Board of Finance for their consideration. Board members present have agreed to this and Carol volunteered to compose the letter of request. Motion to Accept: Steve Kulas; Second: Brian Koskelowski 5-0-0

**HEAD LIBRARIAN REVIEW:** Carol provided handout of job description from the Monroe library and evaluation procedures from Massachussets and New Hampshire to use as models for board's process of creating evaluation. Subcommittee will consist of the following board members: Dorie Poeta, Robert Potash, Loreen Coe and Pauline Lounsbury. They have set a tentative date of January 21, 2009 at 6:30 p.m. to meet at the library. The subcommittee will review materials and create a viable evaluation to be brought before the full board at the next meeting.

**OTHER BUSINESS:** Fundraising options were mentioned. Because the Seymour Public Library is a municipal library the board is not allowed to raise funds. Steve Kulas suggested creating a foundation to be used for fundraising. If this can come to fruition the library board would need to bring it to the Board of Selectmen. Before this can happen, Steve will contact Jamie Cohen, Valley Community Foundation, for input on how to go about startup. The new budget would need to be solidified before moving forward with creation of foundation.

Steve will invite Jamie Cohen to a future board meeting to present ideas, perhaps in April.

Meeting dates for the Board of Library Directors, January 2009 through December 2009 was passed out. The only change needed to be made was September 16 to September 17.

Motion to Adjourn: Loreen Coe; Second: Pauline Lounsbury 5-0-0

Next meeting scheduled for January 15, 2009.

Respectfully submitted,  
Cheryl Abbott, Recording Secretary