

SEYMOUR PUBLIC LIBRARY BOARD OF DIRECTORS
REGULAR MEETING MINUTES
September 18, 2008

PRESENT: Brian Koskelowski, Steven Kulas, Pauline Lounsbury, Dorie Poeta, Robert Potash, Carol Ralston, Susan Strumello

CALL TO ORDER and pledge of allegiance led by Dorie Poeta.

MINUTES APPROVED from June 19, 2008 with correction noted for name spelling of board member.

Motion to approve: Brian Koskelowski, second Pauline Lounsbury Carried: 5-0-1

TREASURERS REPORT: Year End Report: the amount of \$13,804 was returned to town. Library expended 97% of the funds approved. Line item, Bureau of Public Debt, was questioned. Carol explained this is interest on a very small bond kept in the town clerk's office.

Motion to approve: Brian Koskelowski, Second Steve Kulas Carried: 6-0-0

July Financial Report: a grant from Matthies Foundation for \$3,900 was noted. This will be used for the early literacy play station and "Hooked on Phonics" titles. The play station is small computer for preschoolers. Board discussed how this will be monitored and agreed a sign should be posted for parents to supervise children's use.

Hooked on Phonics will be offered for loan. Susan Strumello and Carol Ralston will decide on time limit for use. Susan Strumello offered to compile a list of educational online websites to be distributed to parents.

Motion to approve: Steve Kulas, Second Brian Koskelowski Carried: 6-0-0

LIBRARIAN'S REPORT: request made to Chief Metzler for library to be placed on the route for police cruiser to drive by in the evenings at closing time. Police presence would enhance security for children and teens awaiting rides after hours. The library staff never leave children/teens alone after hours. There have been questionable people driving through the library parking lot after hours and police presence may deter any suspect behavior. The board praised Carol and her staff for their diligence in providing safety/concern to these children/teens. Dorie Poeta mentioned that she would write a letter to First Selectman Koskelowski with accolades to the library staff and to reinforce police presence. Carol reported police have driven by once in two weeks. The board requested an update at the next meeting.

Price of oil will be locked in at \$3.5332 under the town Umbrella as long as the consumption of oil does not exceed the designated amount. At this time, based on last year's use, it should be very close to the funds designated.

Carol spoke with Bank of America and found that "private trust" refers to a trust set up by an individual and under the IRS rules of 2006 income from this type is now taxable.

Evaluation of Head Librarian was revisited. Carol had material printed from a website to help create the review process. The board decided to have an executive committee appointed to conduct the review and report back to the board. The committee will include Dorie Poeta and Pauline Lounsbury. Dorie will contact Loreen Coe and Kristine Bourret to see if they would like to volunteer to be a part of this committee. The Executive Committee will decide on a question and rating system to be used. They will then arrange a meeting with Carol. The board will be apprised of the evaluation.

The Board voted to transfer funds of \$50,900.00 from the Salary: part time line in the Town budget to the Salary: regular employees line. This action was needed to fund the approved upgrade of two staff positions from part time to full time.

Motion to approve: Brian Koskelowski, second Steve Kulas Carried: 6-0-0

REVIEW OF EXPENDITURES: all of July and August expenditure were reviewed.

Motion to approve: Steven Kulas, second Brian Koskelowski Carried 6-0-0

OTHER BUSINESS: Dorie asked Carol if the custodians purchased supplies from Seymour Power Equipment. Carol checked the hours that Seymour Power is open. Seymour Power is not open during the hours that the custodians work. Both custodians mentioned to Carol that they would be happy to go to Seymour Power for maintenance supplies if the hours were revised.

Patron complaint: this issue had been resolved in a satisfactory matter. A letter from the patron was read thanking everyone for making her feel comfortable in the Seymour Library again.

MOTION TO ADJOURN: made by Steve Kulas, second by Brian Koskelowski

Carried: 6-0-0

Respectfully submitted;
Cheryl Abbott, Recording Secretary