

Seymour Public Library Board of Directors

REGULAR MEETING MINUTES

April 17, 2008

PRESENT: Kristine Bouret, Loreen Coe, Brian Koskelowski, Steve Kulas, Pauline Lounsbury, Dorie Poeta, Carol Ralston

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

MINUTES APPROVED from March 27, 2008 special meeting - motion by Pauline Lounsbury, second Brian Koskelowski. Carried: 5-0-2

TREASURER'S REPORT Discrepancy noted in Buckley Foundation with \$390 reported and \$1,800 shown in line items. Monies came in after report made with more monies being received. Current amount to be shown on next month's report.

Oil delivered in April, invoice totaling \$3,006.73, with transfers of the following added to the \$173.00 remaining in oil budget: \$2,000 from new equipment, \$500 from maintenance, \$333.93 from supplies.

Motion to approve with corrections noted for Buckley Fund made by Brian Koskelowski, second by Steve Kulas. Carried: 7-0-0

CORRESPONDENCE Grant application to Community Foundation of Greater New Haven to support preschool literacy was withdrawn due to requirements of 501(C)(3) status. Matthies Foundation Grant discussed with a letter of endorsement from TEAM Discussion made of applying for 501(C)(3) status through the Friends of the Library. Carol will review application process.

LIBRARIAN'S REPORT Decision made referring to 5 year CD which will mature on May 16, 2008 will be put on agenda for May meeting. Letter from bank was received after agenda had been made.

No changes to be made to budget except for salaries for staff with union contract in contingency. Recommendations made to increase salary for head librarian. Evaluation of head librarian position and salary raise was discussed. It was agreed that procedures from the handbook would be copied and disbursed to the board to peruse. The review form will be discussed at next board meeting with a date for executive session to be made in order to perform said evaluation. Head librarian's current contract is very broad and does not cover future wages and only states that benefits continue at time of contract. This will be added to May's agenda.

Motion made to approve Librarian's Report and to discuss Certificate of Deposit under new business by Steve Kulas, second Loreen Coe. Carried: 7-0-0

TOWN BUDGET UPDATE Pauline Lounsbury attended the Town Budget Hearing on April 8, 2008. Allocations will remain the same. Request for new flooring in main level bathrooms and hallway on lower level will have to be put on hold another year.

NEW BUSINESS After reading interest rates for three banking institutions from Carol Ralston's memo, the board all agreed that Naugatuck Valley Savings & Loan offered the best rate. Questions about needing money from CD for operating expenses and penalties that may be applied was discussed. If the CD was broken before it's time only one month of interest would be lost. There will be 7 business days to transfer funds to Naugatuck Valley Savings after maturity date of May 16, 2008. Motion made to approve by Steve Kulas, second Kristine Bouret. Carried: 7-0-0

STAFF EXPENDITURES Assistant librarian in need of new computer which will be taken from Bibliomation/Technology fund. Motion to approve by Kristine Bouret, second Steve Kulas. Carried: 7-0-0

MOTION TO ADJOURN by Steve Kulas, second Brian Koskelowski. Carried: 7-0-0

Next meeting: May 15, 2008

Respectfully submitted,
Cheryl Abbott, Recording Secretary