

Seymour Public Library Board of Directors

Minutes from the Regular meeting – December 20, 2007

The meeting convened at 7:05 P.M. with the Pledge of Allegiance.

In attendance: Pauline Lounsbury; Susan Strumello; Robert Potash; Loreen Coe; Steven Kulas; Brian Koskelowski; Liz Tift; Dorie Poeta; and Head Librarian, Carol Ralston

Vice Chairman's remarks: Pauline Lounsbury, interim vice chair, welcomed new members to the board and requested that all members speak about their interests and concerns for the library.

1. Election of officers: Motions made to nominate board members for all vacant positions: chair, vice chair, treasurer and secretary – no seconds required – board vote following each position:

Chair: Steven Kulas nominated Dorie Poeta – Liz Tift nominated Brian Koskelowski – Chair – Dorie Poeta – carried 6-2

Vice Chair: Robert Potash nominated Steven Kulas – Liz Tift nominated Brian Koskelowski –

Vice Chair – Steven Kulas – carried 5-2-1 abstention

Treasurer: Brian Koskelowski nominated Liz Tift – Pauline Lounsbury nominated Loreen Coe –

Treasurer – Loreen Coe – carried 5-2-1 abstention

Secretary: Steven Kulas nominated Brian Koskelowski – Dorie Poeta nominated Susan Strumello

Secretary: Brian Koskelowski – carried 5-2-1 abstention

2. Minutes from the November 15th, regular meeting – Carol Ralston mentioned that there was an error in the spelling of Mary Sue Feige's name. Minutes were approved with the correction by the sitting board members – 3 with 5 abstentions.

3. Treasurer's Report: Discussion – Liz Tift questioned whether Carol had ordered titles on the audio books line. Carol mentioned that an order was placed in December which will appear on the December budget report. Liz requested a list of titles ordered and Carol will ask Mary Ann to fax Liz the packing list.

Steven Kulas initiated a discussion of the status of the library's two principal endowment funds. He requested that Carol invite Irene Melasky, Bank of America Philanthropic Service Officer, to speak to the board in February concerning the Wooster Fund. He also asked Carol to request a visit from the Community Foundation for Greater New Haven for an update on the status of the Henry Hamel Fund.

Carol mentioned that each board member will receive quarterly reports on the Wooster Fund. Motion to approve the Treasurer's report – Brian Koskelowski, second – Liz Tift Carried 8-0

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4. Librarian's report: During discussion a question was raised concerning the status of the board's request to the Board of Selectmen to establish a new foundation to fund library initiatives. Brian Koskelowski volunteered to check on the status for the board. Board of Library Director's Certificate of Deposit at the Naugatuck Savings Bank: Carol will notify Dorie Poeta, Chair and Loreen Coe, Treasurer when the minutes from the December 20<sup>th</sup> 2007 meeting have been delivered to the bank. They can then go to the bank and sign the ownership documents for the CD.

5. Review of proposed materials purchases for December 2007. Steven Kulas motion to Approve \$400.00 expenditure from town funds and \$3,864 from endowment funds to total \$4,264.00 – second Pauline Lounsbury Carried 8-0

6. Review of meeting schedule for 2008: Discussion – Loreen Coe mentioned the date sequence should be January 2008 through December 2008. Steve Kulas motion to approve with correction, second Loreen Coe. Carried 8-0

7. Carol discussed the current budget format and distributed copies of the 2007-2008 Budget request. She also distributed copies of the current union contract covering staff. By charter the budget request for 2008-2009 must be delivered to the Finance Director on or before February 1<sup>st</sup>.

8. Additional item added to the agenda: Motion by Steven Kulas to add discussion concerning the filling of the vacancy on the board if an appropriate name is brought forth –second Susan Strumello. Carried 8-0

Motion by Steven Kulas to appoint Christine Bourret, a democrat, to fill the vacant position on the board – second Susan Strumello Carried 8-0.

Public comment: Melanie Kalako, a former member of the Finance Board, outlined the conventions that govern the calling and cancellation of board meetings. During this discussion Steven Kulas requested that Carol Ralston write a letter on the board's behalf to the First Selectman's Office requesting a refresher workshop on Freedom of Information rules to be open to the members of all town boards and the public at large. Melanie also suggested that the board include in its budget request statistics concerning library services from towns with comparable demographic profiles.

Motion to adjourn the meeting made by Pauline Lounsbury, second Susan Strumello. Carried 8-0 Meeting adjourned at 8:50 p.m.

Respectfully submitted,

Carol Ralston, Head Librarian



