

**Seymour Public Library Board of Directors Meeting Minutes-February 19, 2015 – Regular Meeting**

**In Attendance:** Paula Chapla, Joyce Koslowski, Loreen Coe, Steve Kulas, Nancy Cretella, Thomas Schutte, and Library Director; Suzanne Garvey.

**Board Chair, Paula Chapla, called the meeting to order with the Pledge of Allegiance at 7:10pm.**

**Review of the minutes from the January 15<sup>th</sup> Regular Meeting:**

Motion to accept: Joyce Koslowski; Second: Nancy Cretella. Approved 4-0-2; Thomas Schutte and Steve Kulas.

**Treasurers Report for January:**

Motion to accept: Steve Kulas; Second: Loreen Coe. Approved 4-0-2; Thomas Schutte and Steve Kulas.

**Treasurers Report for December:**

Motion to accept: Steve Kulas; Second: Thomas Schutte. Approved 6-0-0

**Librarians Report:**

**-Board of Finance Meeting:** Suzanne Garvey and Board Members went to the Board of Finance Meeting to pitch the budget.

**-Building Maintenance:** With permission of the board, there will be a request for transfer with the Board of Finance to move \$5,500 from the line item of the Salary Director Balance to the line item of the Building Maintenance Fund.

**Motion to accept:** Joyce Koslowski; Second: Nancy Cretella. Approved 6-0-0

-Board Chair, Paula Chapla, Signed the Town of Seymour Transfer Request for the move of the funds.

-Suzanne Garvey is applying for capital grants which could pay for building improvements.

-Three other leaks have appeared in the new parts of the library. An engineer is to come while the library is not in operation to take a look at the conditions of these leaks.

-New chairs are being looked into for the programming room but nothing official has been done about them yet.

**-Library Surveys:**

-Patrons for the most part seem to want more/longer library hours. In comparison to other libraries of the same amount of patrons, they have more accessible hours.

**Internet Waiver:**

Suzanne Garvey will have a finalized Permission Form for next meeting. The Public Behavior Policy revision was looked at by the board. Paula Chapla suggested revising the rule of no eating or drinking from number three on the policy.

**Mission Statement:**

A lot of great ideas were given about what the mission statement should include. Suzanne Garvey may have a draft by next meeting.

**Review of the Staff Material Request for February:**

Motion to accept: Steve Kulas; Second: Thomas Schutte. 6-0-0

**Movement of Funds:**

A request was made to move the amount of \$1,100 from the line item of Periodicals to the line item of Databases to pay for bills from Bibliomation.

Motion to accept: Steve Kulas; Second: Joyce Koslowski. 6-0-0

Another request was made to hold the rest of the money from the Periodicals line item for possible Building Maintenance needs.

Motion to accept: Loreen Coe; Second: Joyce Koslowski. 6-0-0

**Amazon:**

A request was made to add Amazon to the list of DVD vendors for the Library.

Motion to accept: Joyce Koslowski; Second: Steve Kulas. 6-0-0

**Meetings Budget:**

There was a clarity made about what exactly this budget was for. Which included meetings the library has and also sending library employees to conferences as needed to help improve the knowledge of the employees as long with the overall quality of the library.

**Parks/Museum Pass Policy:**

There was a discussion of the importance of having the patron who uses the pass having to leave a hold of \$10 until the book is brought back. Points were made from both sides but overall were kept because it is more of an incentive to bring

back the pass. In a case where patrons may not have the money readily available-  
concessions could be made.

**Adjourning of Meeting:**

A motion to adjourn the meeting was made by Steve Kulas; Second: Nancy  
Cretella. Approved: 6-0-0  
Meeting adjourned at 8:25pm.

Respectfully Submitted,

Becca Cretella, Recording Secretary

2/19/15