

**Seymour Public Library Board of Directors
Regular Meeting Minutes
Thursday, November 20, 2025 at 6 PM
Location: In Person, Seymour Public Library**

COPY RECEIVED
DATE: 11/26/25
TIME: 11:20am
TOWN CLERK'S OFFICE

In Attendance: Paula Chapla (Chair), Joyce Koslowski, Lauren Demko, Alex Danka, Suzanne Garvey (Library Director). Absent with leave- Jean Uhelsky

1.) Call to Order –

Paula Chapla, called the meeting to order at 6:00PM with the Pledge of Allegiance.

2.) Minutes from October 2025 Meeting

Motion to approve: Joyce Koslowski

Seconded: Alex Danka

Vote: 4:0:0 approved

3.) Approval of the monthly Treasurer's Report from October 2025

Joyce K. mentioned the copier fee was low for last month. She wondered if it wasn't used much. Director could not remember but felt use was similar. Paula C. noted some line items percentage wise of monthly spending was low but it should work out.

Motion to approve and accept: Joyce Koslowski

Seconded: Lauren Demko

Vote: 4:0:0 Approved

4.) Library Director's Monthly Report- October 2025

SPL Library Director's October 2025- *compiled 11/15/2025*

August

People in the Building- Counter: 3203

Circulation- Adults: 2280

Children: 1824

DVDS: 404

Total Circulation All Areas: 5896

Computers: 236

September – Labor Day Closed

People in the Building- Counter: 3281

Circulation- Adults: 2094

Children: 1809

DVDS: 349

**Total Circulation All Areas: 5121
Computers: 248**

**October- Closed Columbus Day
People in the Building- Counter: 3212
Circulation- Adults: 1999
Children: 1664
DVDS: 320**

**Total Circulation All Areas: 5295
Computers: 225**

Circulation stats wise- Libby for audio and electronic books are moving up in number of circs. Magazines have dipped, DVDs dipped a little – Adult books have dipped this month.

Library Building Issues: basically status quo- some heating issues – Alex D. may have called for maintenance on these as it seems better in the building the last couple of days. Carpeting is becoming an issue. The windows do need to be cleaned.

Programs October

Juvenile 21 programs 240 Participation

Rebecca's scavenger hunts are very popular- 139 October

Adults: 13 programs 204 attendance

Jeff Belanger Program was the highlight

December Library Spending

**Adult Books- 2500.00 @ 138 books
Juvenile Books- 1000.00 @ 120 books
YA- 400 @ 30 books
DVD-400 @ 24 DVDS**

Total- 4300.00

***Prepared by Suzanne Garvey November 20, 2025*
The Next Meeting of the Seymour Public Library Board of Directors
will be on Thursday, December 18, 2025**

5. Comments on Director's Monthly Report October 2025:

Upgrading the library was discussed. Furniture, carpeting or flooring, changing and making everything modern and 21st century. Stages or all at once discussed. It was determined to meet 30 minutes earlier at the next meeting- 5:30 PM on December 18th 2025 to walk through and discuss. Staff as well if they wish.

6. Public Comment- None

7. Seymour Public Library Policies

- a. Discussion and Approval of the Programming Policy
- b. Discussion and Approval of the Library Display Policy
- c. Discussion and Approval of the Library Material Collection Policy
- d. Discussion and Approval of the Collection Development Policy

As hard copies of the policies had been mailed and digital versions emailed to all Board Members- everyone was prepared for this agenda item and vote.

Alex Danka made a motion but Library Chair Paula Chapla ask for the motion to be in pending mode as she requested the board approve and vote on the policies in two segments.

The request was to note that 2 policies would be new policies for the library and two policies would be revisions of existing policies.

1. Motion to approve and accept new policies a. Library Programming Policy and b. Library Display Policy: Alex Danka
Seconded: Joyce Koslowski

Vote: 4:0:0

2. Motion to approve and accept and update existing policies c. Library Material Collection Policy and d. Collection Development Policy: Alex Danka
Seconded: Lauren Demko

8. Discussion of the plan for the Kitchen Upgrade

Bit of a heated discussion about the kitchen plans. Intent was discussed and how many people could be impacted. Discussion tabled as both sides were arguing different points and resolved that perhaps some programs could take place at another location if access could be granted.

9. Vote on December Spending

December Library Spending

Adult Books- 2500.00 @ 138 books

Juvenile Books- 1000.00 @ 120 books

YA- 400 @ 30 books

DVD-400 @ 24 DVDS

Total- 4300.00

Motion to accept and approve: Lauren Demko

Seconded: Joyce Koslowski

4:0:0

10. Public Comment

11. Library Board of Directors Group Discussion- Items of Interest & Concern

Reminder to meet at 5:30 pm for next month. Staff was brought up and holiday plans from the Board.

12. Adjournment 6:58 pm

Motion to adjourn: Joyce Koslowski

Seconded: Lauren Demko

Vote: 4:0:0 Approved

Submitted on November 26, 2025 by Suzanne Garvey