

Minutes From Meeting

February 13, 2018

Meeting called to order 6:30pm

Forum-

Joan Stokes, Marcia Austin, Julie Blakeman, Aleta Miner, Jean Cayer, Louis Dagostine, James Geissler via telephone, absent from meeting Stephen Bellis

Public Portion-

1. None

Secretary's minutes-

1. Motion to approve Jean Cayer and second Louis Dagostine, motion passed unanimously

Treasurer Report-

1. Finances/Banking- Aleta Miner and Jean Cayer signed checks
2. Fiscal Budget - Motion to approve the fiscal budget presented by Joan Stokes and Marcia Austin, Motion to approve made by Louis Dagostine, Second by Jean Cayer, motion passed unanimously

Plumb Memorial Library -

1. A window is being replaced in circular Historic section of the library that was damaged from a thrown rock by Kevin Smith. The City of Shelton is covering the cost of the window and the labor which is almost two thousand dollars. The window was a special order and is expected to be in soon.
2. Teenagers who have been disrespectful/destructive towards the library are being confronted through multiple resources, the restrooms will continue to be locked due to this ongoing issue. The public is frustrated by the locked restrooms, however it is with everybody's best interest that this is a controlled situation for the time being.
3. A recommendation is needed in regards to Kevin Smith, the man who threw a rock through the historic portion of the library. The board feels that it is the City's decision to make that recommendation to the courts. It should however be noted that Mr Smith was banned from the library prior to the rock incident and has a past history of other public disturbance.
4. There is no available vehicle in the City for the use of the book mobile. Staff members are using their personal vehicles and being reimbursed for their mileage. There is one volunteer from the Friends of the Shelton Library that is willing to help, we need to check on the liability.

Huntington Branch Library -

1. One of the part time employees is resigning with little notice leaving the branch twenty percent short on staff. Interviews to fill this position need to happen sooner rather than later.
2. The City of Shelton has begun to install new lighting in the library.

OLD BUSINESS:

Long Range Plan -

1. Julie Blakeman reports-
 - a. The next step in the LRP is a meeting with the Mayor to discuss the WHAT needs to be done, WHY it needs to be done, COST of work and responsibility of that cost between the city and board. This list need to be prioritized and then written into the LRP so that the work can be done methodically over the span of XX amount of time.
 - b. Julie will summarize a report to present to the Mayor of surveys, lists of wants, etc.
 - c. Marcia will take pictures of the areas in the HBL library that need attention. Visual aids will help in explaining the needs of some areas of the library.

Beautification -

1. Steven Bellis was absent during February meeting, no report

Financials-

1. Correspondence/ Gifts
 - a. Check given in remembrance of library patron Elizabeth Burnham will go to the Friends of the Shelton Library.

NEW BUSINESS:

1. Annual Staff Luncheon
 - a. Date: Thursday, April 19, 2018
 - b. Caterer: Aleta and Julie will get quotes and correspond via email to reserve date
 - c. Other details - Board Members bring dessert, Library will be closed during duration of event, approx. 40-45 in attendance this year
2. Summer Saturday Programming
 - a. For the 2019 schedule the library board is considering staying open on some weekend hours in the summertime. This will allow working parents/citizens to utilize the library.
 - b. Summer time hours should be from Fourth of July to Labor Day
 - c. Possible to adjust and have some programs open on Saturday 2018 summer but not the library in its entirety.
 - d. Discussion is tabled until next month.

Adjournment: Motion to adjourn at 7:40pm made by James Geissler, second by Jean Cayer, motion passed unanimously

Next Meeting: Tuesday, March 13, 2018 at 6:30pm in the Plumb Memorial Library

Motions:

Motion to accept secretary minutes: Jean Cayer, Louis Dagostine, motion passed unanimously

Motion to approve Fiscal Budget: Louis Dagostine, Jean Cayer, motion passed unanimously

Motion to adjourn: James Geissler, Jean Cayer, motion passed unanimously