

# SHELTON LIBRARY BOARD

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## Minutes and Motions

March 20, 2018

### **\*\*Special Meeting\*\***

*Meeting called to order 6:42pm*

#### **Quorum-**

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

#### **Public Portion-**

1. None

#### **Secretary's minutes-**

1. Motion to approve secretary minutes made by Jean Cayer and second Aleta Miner, motion passed unanimously

#### **Treasurer Report-**

1. Finances/Banking- James Geissler and Jean Cayer signed checks
2. Red Lion Window Restoration- Second payment was made towards balance. Final payment will be made upon delivery.

#### **Plumb Memorial Library -**

1. The city is in the process of installing the new phone system throughout the branch
2. The city sent workers to remove unused items from the back staircase
3. The basement continues to be cleared out
4. New programs are being added, patrons are filling programs and waiting lists have been created
5. A new free service was added, Books for the Blind
6. **Elevator**-a meeting with Mayor Lauretti and the Library Board took place to discuss the location and type of elevator to be installed in the Plumb Memorial Library. The board agrees with the Mayor that a full service elevator should be installed in the location of the stairwell that is currently located directly to the left of the children's room entrance. James Geissler made the motion; All in favor of going forward with a full service elevator in place of the current main staircase. Motion passed unanimously.

#### **Huntington Branch Library -**

1. Discussion continues in regards to questions pertaining to health care terms and conditions for full time maternity leave

## **OLD BUSINESS:**

### **Long Range Plan -**

1. Julie Blakeman reports-
  - a. Mayor Lauretti met with Joan Stokes and Julie Blakeman at the library this month. The Mayor was introduced to Joan, was shown the clean up that has been taking place, and viewed areas that need improvement. With a multitude of work to be done, a multistep plan over a time period of five years is being written. Communication between the City and the Library will be crucial to execute this plan. Moving forward Joan and Marcia are reviewing the skeleton of the LRP and editing, adding, etc.

### **Beautification -**

1. Steven Bellis reports-
  - a. Gary, Joan Stokes, and Steve met to go over the plans for the meeting room in Plumb Memorial Library. Gary is working on a budget to be presented at April's board meeting. After the board agrees on a budget contractors will be scheduled. A desirable start date would be the end of August the beginning of September.

### **Financials-**

1. Correspondence/ Gifts
  - a. Monetary donations are being made in the memory of patron, Mary Thomelson. Mystery books will be purchased with donations, remaining funds will be given to the Friends of the Shelton Public Library.

## **NEW BUSINESS:**

1. Annual Staff Luncheon
  - a. Date: Thursday, April 19, 2018
  - b. Caterer: Aleta contacted Seasonal Cater, the board agrees to hire cater again to host approx. 45 guests. Library board members will continue the tradition of providing the desserts.
  - c. Other details - the library will be closed from 12:00pm - 2:00pm so that all employees can attend.
2. Summer Saturday Programming
  - a. Joan Stokes presented a handout that would shorten nightly hours and add to weekend and summer hours for the next fiscal year. For the 2018 summer the library will be open on some extended weekend hours for programming.

**Adjournment: Motion to adjourn at 8:00pm made by Jean Cayer, second by Steven Bellis, motion passed unanimously**

**Next Meeting: Tuesday, April 17, 2018 at 6:30pm in the Plumb Memorial Library**

**Motions:**

**Motion to accept secretary minutes: Jean Cayer, Aleta Miner, motion passed unanimously**

**Motion to approve full service elevator in the place of the main staircase made by James Geissler, motion passed unanimously**

**Motion to adjourn made by Jean Cayer, second by Steven Bellis motion passed unanimously**