

SHELTON LIBRARY BOARD
65 Wooster Street, Shelton Connecticut 06484

Minutes and Motions

April 17, 2018

Meeting called to order 6:39pm

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 Stephen Bellis, motion passed unanimously

Treasurer Report-

1. Finances/Banking- James Geissler and Jean Cayer signed checks
2. Valley Community Fund Meeting will take place May 26th

Plumb Memorial Library -

1. C-Card security tabs are being installed on DVDs to prevent theft
2. Progress continues in clearing out the basement of clutter
3. City continues to work on phones system
4. Red Lion Window restoration is 50% complete

Huntington Branch Library -

1. The part time circulation position has been filled, hire will begin April 30, 2018

OLD BUSINESS:

Long Range Plan -

1. Julie Blakeman reports-
 - a. Next meeting will be Thursday, April 26th at 10:00am in the Huntington Branch Library
 - b. Last month Jim reported to the City of Shelton that the Library Board has voted and agreed unanimously on approving the work of installing a full service elevator in the place of the main staircase. Julie will follow up with the Mayor's' office,

Jack Basher, and Gene Sullivan to determine the current status of the project and report back to the board.

Beautification -

1. In consideration of the construction that will likely take place in the foyer area the board discussed moving forward with the meeting room project with a focus specifically on meeting room area, storage closet, and kitchen areas.
2. Jim Giessler made a motion to move forward with the meeting room project in these specific areas by giving Gary DePhillipo authority to seek out bids/schedule from subcontractors needed to complete work. Bids/schedules will be reviewed by and voted on by the Library Board when they become available. Jean Cayer second the motion, the motion passed unanimously.

Correspondence/Gifts-

1. Shelton Historical Society sent a thank you note to the Plumb Memorial Library in gratitude of allowing them to use the upstairs space for their event last month.
2. Paul Newman grant was awarded to the library again this year. It will be used to upgrade new technology.

NEW BUSINESS:

1. **Annual Staff Luncheon** -will take place on, Thursday, April 19, 2018. A head count of 45 have been accounted for.
2. **Other** - none

Adjournment: Motion to adjourn at 7:29pm made by Jean Cayer, second by Jim Giessler, motion passed unanimously

Next Meeting: Tuesday, May 8, 2018 at 6:30pm in the Plumb Memorial Library

Motions:

- Motion to approve secretary minutes made by Jean Cayer and second Stephen Bellis, motion passed unanimously
- Jim Giessler made a motion to move forward with the meeting room project in these specific areas by giving Gary DePhillipo authority to seek out bids/schedule from subcontractors needed to complete work. Bids/schedules will be reviewed by and voted on by the Library Board when they become available. Jean Cayer second the motion, the motion passed unanimously.
- Motion to adjourn at 7:29pm made by Jean Cayer, second by Jim Giessler, motion passed unanimously