

SHELTON LIBRARY BOARD
65 Wooster Street, Shelton Connecticut 06484

Minutes and Motions

May 8, 2018

Meeting called to order 6:35pm

Quorum-

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

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- Aleta Miner and Jean Cayer signed checks
2. Valley Community Fund Meeting will take place May 22nd, not May 26th as originally written in the minutes.

Plumb Memorial Library -

1. Work has stalled on the phone system, the work will resume when Dan returns from personal leave.
2. April 26th;City of Shelton A&T board meeting was attending by Joan Stokes to move funds from line item "database" to "equipment" for the approval/purpose of purchasing a new copier for the HBL. Paperwork was submitted to Gene Sullivan, it is now with the mayor.
3. Staff made a visit to Mohegan School Book Fair where they set up a table to publicize the library, picked out books for possible donations to the library, and a coin drive was established to purchase books to go to the library. 63 books in total were donated from Mohegan School Book Fair! Thank you to Principal Kristen Santilli and Organizer, Kim Edwards.
4. Marissa, Barbara, and Joan meet with Shelton teachers on April 5th to discuss the summer reading program, compile lists, and discuss prizes. Donations from businesses would be appreciated.

Huntington Branch Library -

1. The Library would like to use the funds in the “lost and paid” account as working monies in the lapse in time between year end budget and year beginning budget. Typically, June and July become problematic in payment approval for books and other things necessary to keep the library in working order. The board tabled discussion until next meeting.
2. The Mayor has signed off on the approval of Sandra Alvarado filling the part time position at the HBL
3. The emergency light (going out from the library to the foyer) continues to be unoperational after two attempts at repair and a total of 7 weeks out of order condition.

OLD BUSINESS:

Long Range Plan -

1. Julie Blakeman reports- On April 26th Marcia and Julie met to continue to work on the LRP. The mission statement as well as priorities were among the topics of conversation. Joan and Marica are itemizing the needs specific to each branch. I draft of the plan has been emailed to the board for review. The next meeting is TBD.

Beautification -

1. Steven Bellis was absent - nothing to report

Correspondence/Gifts-

1. Thank you cards were received from Joan and Marcia for the staff luncheon
2. Thank you card from a patron who was grateful for the opportunity to borrow a book from another library/town without fee or travel cost.

NEW BUSINESS:

1. **Annual Staff Luncheon** - A successful and appreciated event for all involved
2. **Other -**
 - a. HBL employee has completed the first of his two course and submitted the proper paperwork for reimbursement per library board policy. A check was written and mailed to that employee
 - b. The same HBL employee has an opportunity to attend a summer course overseas in the summer of 2019. He is asking the board if they would supplement some of that cost.
 - c. Chris Potucek is meeting with the architect and finalizing plans for the elevator. The plans will be given to Gene Sullivan to go out to bid by the end of the week.
 - d. The Historical Society would like a better relationship with the Shelton Library, Jim will work on connecting Joan and Marcia to his contact.

- e. The Board Policy Book as well as the Library Policy Book need to be revised. It might be suggested that throughout the upcoming meetings both books are revised one section at a time.

Adjournment: Motion to adjourn at 7:32pm made by Jean Cayer, second by Lou Dagostine, motion passed unanimously

Next Meeting: Tuesday, June 5, 2018 at 6:30pm in the Plumb Memorial Library

Motions:

- Motion to approve secretary minutes made by Jean Cayer and second Aleta Miner, motion passed unanimously
- Motion to adjourn at 7:32pm made by Jean Cayer, second by Jim Lou Dagostine, motion passed unanimously