

# **SHELTON LIBRARY BOARD**

**65 Wooster Street, Shelton, Connecticut 06484**

## **Minutes and Motions**

**June 12, 2018**

*Meeting called to order 6:35 p.m.*

## **Quorum**

*Marcia Austin, Joan Stoke, Jean Cayer, James Geissler, Louis Dagostine and Stephen Bellis*

*Absent from meeting, Julie Blakeman and Aleta Miner*

## **Public Portion**

1. *None*

## **Secretary's Minutes**

1. *Motion to approve Secretary minutes bade by Stephen Bellis and second by Louis Dagostine. Motion passed unanimously.*

## **Treasurer's Report**

1. *Finance/Banking – James Geissler and Jean Cayer signed checks.*
2. *Stephen Bellis and John Hancock are communicating regarding investments.*

## **Plumb Memorial Library**

1. *Dan is expected to finish the phone system this week.*
2. *Discussion regarding security.*
3. *Elevator work is out to bid.*
4. *Stain glass window is complete.*
5. *Library Board budget approved with exception of reduction of \$14,000 in part time employee line item.*
6. *Friends of the Library conducted a successful book sale.*
7. *Board of A&T approved recent transfer request.*
8. *Summer Reading Programs are ready to kick off.*
9. *The red lion stained glass window is complete and ready to be installed.*
10. *Summer hours have changed. Library to remain open on Saturdays throughout the month of June.*

## **Huntington Branch Library**

1. *Marcia and Joan completed evaluations of 44 staff members.*
2. *Received new printer/copier.*
3. *Completed this year's Passport to CT Libraries Program.*
4. *All money for books and media for which we had Purchase Orders has been spent*
5. *Discussion regarding staffing.*

## **Long Range Plan**

1. *Long Range Committee did not meet.*

## **Correspondence/Gifts**

1. *The Garden Club and Moms Club donated books.*
2. *Received two donations from Friends of Library.*
3. *Received \$100 from First Friday Book Club.*

## **OLD BUSINESS:**

### **Beautification**

1. *Stephen Bellis reported work is ready to begin in the meeting room at Plumb in August. After discussion, work will begin on August 15, 2018. Everyone preferred the cabinets with natural finish. Joan is going to speak to individuals regarding the technology components being added to the room.*

### **Elevator**

1. *Elevator bid is open. Seven individuals visited Plumb Memorial Library In connection the open elevator bid.*

### **Other**

1. *The red lion stained glass window is ready to be installed.*

## **NEW BUSINESS:**

1. *Joan and Marcia are going to review the Policy Book and suggest revisions to the Board.*

**Adjournment:** Motion to adjourn made by Jean Cayer at 7:33 p.m.; seconded by Louis Dagostine. Motion passed unanimously.

**Next Meeting:** Tuesday, July 10, 2018 at 6:30 p.m. at Plumb Memorial Library.

