

SHELTON LIBRARY BOARD
65 Wooster Street, Shelton Connecticut 06484

Minutes and Motions

July 10, 2018

Meeting called to order 6:35pm

Quorum-

*Marcia Austin, Joan Stokes, Julie Blakeman, Aleta Miner, Jean Cayer, *Steven Bellis, James Geissler, absent from meeting Louis Dagostine. *Steven Bellis attended 6:35pm-7:00pm*

Public Portion-

1. None

Secretary's Minutes-

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

Treasurer Report-

1. Finances/Banking- Aleta Miner and James Geissler signed checks
2. Joan Stokes made a request to shred receipts from bills paid by board. The board agreed that was fine as there is a record in the checkbook.
3. Tina will meet with Joan, Marcia, Steven, and Jim to discuss the consolidation of accounts. Date to be determined.

Plumb Memorial Library -

1. The phone system is now completed and the staff is being trained on how to operate it.
2. The Red Lion window will be installed this week.
3. Summer Reading is going well. This is the first year the two branches are working together on one summer reading challenge. There is an increase in the number of teens participating in the program from previous years.
4. The program "Fairfield County Art Spaces" will actively be coming to the Plumb Library. The theme is "art to text", artist will transform text into meaningful artwork which will be displayed in various places throughout the library.

5. Starting August 1, 2018 a new program will be offered to our patrons. "HOOPLA" will be up and running. Library card holders can rent a movie or tv show through this program.

Huntington Branch Library -

1. About 20 DVD's are missing in the adult and children areas combined. Once the Plumb Library has completed the installation of their security tabs, HBL will begin their installation to prevent future theft.
2. Marcia reports that in Marissa's absence; Molly is proving to be a talented, responsible, and overall good worker. Molly will be leaving for UCONN at the end of August and will be missed. It is unclear when Marissa's return date will be. Jack Basher will need to be contacted by Marcia; a temp is needed.

OLD BUSINESS:

Long Range Plan -

1. Mission Statement needs to be voted on by the board. As of now it reads "*Enriching our community, preserving history, and supporting our future*"
2. Page 5 lists the the various needs of improvement. This is broken down by library branch. The board was asked to review these needs and add to them as they saw fit.
3. Page 9 takes the needs of page 5 and puts them into a timeline. This planning process needs to be collaborative between the City of Shelton, the Library Board, and The Friends of the Shelton Library System. Julie will email the City to arrange a meeting.
4. Aleta noted she likes the mission statement left by mistake on page 14. "*Enriching our community with accessible facilities equipped with resources to empower every citizens intellectual freedom*" perhaps we can use this as a tagline somewhere else?
5. Page 15 - Marcia and Joan will be working on service objectives and goals for each library.

Beautification -

1. Discussion was held on budget and specs.
2. Bids are being made for various items.

Correspondence/Gifts-

1. Written Words bookstore has gone out of business. They have offered to donate display furniture to the library. Transporting the pieces have become an issue as the pieces are rather large and do not fit in the initial trucks sent to retrieve them.
2. Bibliomation has donated a few computers to the library. They will be used as replacements to the ones currently used by staff members.
3. A monetary donation of ten dollars was given by a patron with a card of appreciation.

NEW BUSINESS:

1. **Library Policy Review** - Joan has printed out a list of possible policies to review/update. We will address 1-2 at each meeting moving forward.
2. **Other**- none

Adjournment: Motion to adjourn at 8:01pm made by Jean Cayer, second by Aleta Miner, motion passed unanimously

Next Meeting: Tuesday, August 14, 2018 at 6:30pm in the Plumb Memorial Library

Motions:

- Motion to approve secretary minutes made by Jean Cayer and second Julie Blakeman, motion passed unanimously
- Motion to adjourn at 8:01pm made by Jean Cayer, second by Aleta Miner, motion passed unanimously