

SHELTON LIBRARY BOARD

65 Wooster Street, Shelton Connecticut 06484

Minutes and Motions

August 14, 2018

Meeting called to order 6:35pm

Quorum-

*Marcia Austin, Joan Stokes, Aleta Miner, Jean Cayer, Steven Bellis, James Geissler, Lou Dagostine, *Julie Blakeman participated via speaker phone.*

Public Portion- None

Secretary's Minutes-

1. Line Item 5 under "Plumb" it is to be noted patrons will be streaming online movies as opposed to rent them
2. Line Item 2 under "Treasurer Report" Remove Jims name and add Aleta
3. Motion to approve secretary minutes made by Jean Cayer and second Aleta Miner, motion passed unanimously

Treasurer Report-

1. Finances/Banking- Jim Giessler and Jean Cayer signed checks

Plumb Memorial Library -

1. The Red Lion has been installed.
2. Derby Glass came to quote a piece of custom cut plexiglass to protect the window from the outside. Jim Giessler made a motion for the board to accept the quote from Derby Glass, the board will afford the library the protective piece for the window, Jean Cayer second the motion, the motion passed unanimously.
3. A program entitled "Fake News and How To Spot It" co given by Joan Stokes. It went very well.
4. Summer Reading Program went especially well this year. The number of participants exceeded last years totals. The number of teens was impressively higher then years passed. One program for both libraries, prizes, communication with the schools, and other adjustments were game changers for this program.
5. A vote was taken to adjust the operational hours of the library. The new hours will not affect the amount of hours/wages of employees, it will instead disperse their hours over a different period of days/time to better serve the community. The

major difference being 52 weeks a year from 10:00am through 3:00pm the library will be open on Saturday. Motion to accept these new hours made by Jim Giessler, second by Aleta Miner, motion passed unanimously.

6. Library Safety Webinar Meeting was attended by most staff members. Others can watch an archived copy of the webinar.who could not attend are asked to watch at their own leisure.

Huntington Branch Library -

1. Last month it was reported that a large number of DVD's were missing from both the Children and Adult sections. The police were notified. This month all the missing DVD's were returned both anonymously and mysteriously. A staff member found all the once missing titles neatly stacked on a shelf in the library.
2. Beloved Huntington Library Children's Librarian, Ms Marissa will not be returning to her position at the library after maternity leave. The library directors are working on writing an updated job description to give to human resources so that the process of her position may be filled as quickly and efficiently as possible.
3. A Farewell Party will be held for Ms Marissa on September 21st at 5:00pm at the Plumb Memorial Library.

OLD BUSINESS:

Beautification -

1. Cabinet choices were presented to the board to choose from. This choice will be finalized on Friday, August 17, 2018.
2. The Audio Video quote has delayed the start date. The new start date will now be August 22nd.

Long Range Plan -

1. July 17, 2018 Mayor Lauretti met with some board members, city maintenance official, as well as Joan Stokes to discuss the timetable of the Long Range Plan. We agree on the items that need to be addressed in both branches of the libraries. The elevator at Plumb and the glass block windows in Huntington are going to be the first to be addressed.
2. The plan will be finalized and presented to the board at the September meeting to be signed off on.

Library Policy Review -

1. Museum Passes:
 - a. Attachment was handed out for review
2. Service Animals
 - a. Attachment was handed out for review

Motion to accept the amendments to these two policies made by Aleta Miner, second by Jean Cayer, motion passed unanimously.

Correspondence/Gifts- none

NEW BUSINESS:

1. Aleta Miner suggests we publicize the installment of the Red Lion Window in some form of news outlet. Joan Stokes will take photos and send publicity into the area newspapers in September. has already contacted the Huntington Herald.
2. Jim Giessler has received from a list made by Barbara Glover of items she says the library was entrusted to for safe keeping. Some of these items have since been entrusted to the Shelton Historical Society, some items the library will continue to preserve, and others will need to be uncovered by further investigation of the basement.
3. The fire marshall has asked that the empty boxes in the basement of the Plumb Library be removed. The boxes in question belong to the Friends of the Shelton Public Library. They are finding another location to store their boxes.

Adjournment: Motion to adjourn at 7:38pm made by Jim Giessler, second by Lou Dagostine, motion passed unanimously

Next Meeting: September 11, 2018 at 6:30pm in the Plumb Memorial Library

Motions:

- ❖ Secretary Minutes, Motion to accept made by Jean Cayer, Second by Aleta Miner, motion passed unanimously
- ❖ Plexiglass purchase, Motion to approve made by Jim Giessler, Second by Jean Cayer, motion passed unanimously
- ❖ Adjust the operational hours of the library to include Saturdays, Motion to approve made by Jim Giessler, Second by Aleta Miner, motion passed unanimously
- ❖ Motion to adjourn the meeting made by Jim Giessler, Second by Lou Dagostine, motion passed unanimously