

# **SHELTON LIBRARY BOARD**

**65 Wooster Street, Shelton Connecticut 06484**

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## **Minutes and Motions**

**September 11, 2018**

*Meeting called to order 6:30pm*

### **Quorum-**

*Marcia Austin, Joan Stokes, Aleta Miner, Jean Cayer, Steven Bellis, James Geissler, Julie Blakeman with Lou Dagostine absent from meeting.*

**Public Portion-** None

### **Secretary's Minutes-**

1. Motion to approve secretary minutes made by Aleta Miner, second by Jean Cayer, the motion passed unanimously

### **Treasurer Report-**

1. Finances/Banking- bills have been paid/checks signed
  - a. Transfer from Olsen Investment account to the Webster account was made. Funds will be used to pay for the items due on the meeting room renovations.

### **Plumb Memorial Library -**

1. Quarterly staff meeting was held to evaluate the summer program (of which 527 children and teens participated), circulation procedures, and update on progress of meeting room.
2. New donated magazine shelving was put into place. Thank you to Written Words Bookstore for affording the library with this piece of furniture at no cost.
3. The teen collection is now revamped and ready to be moved when the collections are shifted to there new location.
4. Positions need to be filled in both branches and Marcia, Joan, and Katherine Christopher from City Hall Human Resources have been working towards finalizing the descriptions as well as setting up a meeting with Jack Bashar.
5. Children's Library enjoyed a variety of programs this month including but not exclusive to balloon twist workshop, magic trick workshop, movie night, candy

sushi workshop, cupcake workshop, spanish programs, and the end of year reading party.

### **Huntington Branch Library -**

1. Automatic Handicap doors are now repaired after two weeks out of order
2. Concern regarding the number of employees at the library persists. The most pressing of the positions that needs to be filled is the Children's Librarian. Marcia, Joan, and Human Resources have been unsuccessful in reaching Jack Basher to finalize the employment description so that it can go out for possible applications.
3. Positions that need to be filled at the Huntington Branch Library: Children's Librarian, Childrens Page, Desk Personal, Library Technical Manager, with an additional two desk personal positions possibly opening in the near future.
4. 59 children's programs were offered with 1659 attendees over the summer. This is a decrease of 47% of programs offered from the previous year.

### **OLD BUSINESS:**

#### **A. Beautification -**

- a. Ceiling is being done right now and the next step will be the audio visual. After the wires are done being brought throughout the room, sheetrock, trim, paint, then flooring can be constructed.

#### **B. Long Range Plan -**

- a. The board was handed copies of the long range plan. Board members will review. Discussion is tabled until next months meeting.

#### **C. Library Policy Review -**

- a. Teacher Card Policy will be put into place. Library Staff will work with schools/teachers to get the materials needed to the classroom. Please see library policy for details.

#### **D. Elevator Update -**

- a. Bid was awarded. No word on start date.

#### **E. Correspondence/Gifts-**

- a. A Shelton resident sent the library an email full of compliments regarding the summer reading program. Jennifer Hufford is new to the city and was pleased with the program and how well her children responded to it.

**NEW BUSINESS:**

**A. Other - 2019 Schedule of Meetings**

- a. The library board will meet on the dates agreed upon for the 2019 year at 6:30pm in the Plumb Memorial Library
  - i. January 8, 2019
  - ii. February 5, 2019
  - iii. March 12, 2019
  - iv. April 9, 2019
  - v. May 14, 2019
  - vi. June 11, 2019
  - vii. July 9, 2019
  - viii. August 13, 2019
  - ix. September 10, 2019
  - x. October 8, 2019
  - xi. November 12, 2019
  - xii. December 10, 2019

**Adjournment: Motion to adjourn at 7:28pm made by Jim Giessler, second by Aleta Miner, motion passed unanimously**

**Next Meeting: October 9, 2018 at 6:30pm in the Plumb Memorial Library**

**Motions:**

2. Motion to approve secretary minutes made by Aleta Miner, second by Jean Cayer, the motion passed unanimously
3. Motion to adjourn at 7:28pm made by Jim Giessler, second by Aleta Miner, motion passed unanimously