

SHELTON LIBRARY BOARD

41 Church Street, Shelton Connecticut 06484

Minutes and Motions

October 09, 2018

Meeting called to order 6:36pm

Quorum-

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

Public Portion- None

Secretary's Minutes-

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 by Aleta and Jean

Plumb Memorial Library -

1. The Connecticut Room in the historic section of the library experienced flooding due to the overwhelming amounts of rainfall the city has been receiving. There was also water in the Children's section. The city was notified and the roof was inspected.
2. The grandfather clock in the historic section will need some repair for it to be back in working condition. Joan Stokes contacted Grandfather Time, a Monroe, CT clock restoration company, for a quote. The quote was not available at the time of the meeting.
3. Thank you correspondence letters went out to the elementary school principals listing student names who participating in the summer reading program. Certificates of Appreciation with a copy of Letter of the Editor that appeared in the CT Post and New Haven Register were handed to the the prize donors.
4. Librarians attended Elizabeth Shelton School's STEAM night. They made a total of twenty-eight new library cards, promoted programs, connected with staff, and conducted a book in a jar contest.

5. Adam Cleri has resigned and a part-time library assistant position is needed to fill his position.
6. Joan Stokes contacted City Hall regarding the Civil War era weaponry that was handed over after discovering it in the library basement. It was suggested that it would be put back in the historic section after the renovations were complete.

Huntington Branch Library -

1. Concern regarding the number of employees that need to be hired at both branches of the libraries persists. The most pressing of the positions that needs to be filled is the Children's Librarian at the Huntington Branch. Human Resources at City Hall have not approved the job description of the full-time position therefore have not yet posted the now vacant spot. The board asked if there was a timeline of action for this process, the Library Directors had no timeline at the time of the meeting.
2. A new page was hired and a part time employee was interviewed.
3. Part-Time Library Assistant interviews have started and will continue throughout the month of October.
4. Children's programs are being offered by staff and volunteers but are suffering due to the lack of the full time employee.

OLD BUSINESS:

A. Beautification -

- a. Work continues

B. Long Range Plan -

- a. The board was given one month to review the thirty-six page document. Grammatical edits and edits to the years in which the work was to be done were made. Motion to approve the Long Range Plan was made by Lou Dagostine, Second by Jean Cayer, motion passed unanimously

C. Library Policy Review -

- a. The first section of the Policy Book was handed out to the board to review. Edits, comments, questions, and revisions will be made at the next board meeting. Tabled until November 13, 2018.

D. Elevator Update -

- a. No word on start date.

E. Correspondence/Gifts-

- a. Steven Bellis sent an article that was featured in the CT Post about Libraries and “maker spaces”. The board discussed the article and possible ways this could be incorporated into the Shelton Library System. Limited space persists to be problematic.

NEW BUSINESS:

A. Other - 2019 Schedule of Meetings

- a. Valley Community Fund representative will be attending the next meeting under “New Business” to discuss the Library Boards contributions in that stake.
- b. Julie suggested that the Plumb Library look into the app “Goose Chase” for a virtual scavenger hunt throughout and around the Plumb library. Possible spots could be the stained glass windows, the gargoyle on the facade of the building, etc. This would expose the public to the historic beauty of the building. Crayola also has the capability to turn pictures into coloring pages. The children might enjoy coloring in pictures of the stained glass windows.

Adjournment: Motion to adjourn at 7:35pm made by Jean Cayer, second by Aleta Miner, motion passed unanimously

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

Motions:

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

Motion to approve the Long Range Plan was made by Lou Dagostine, Second by Jean Cayer, motion passed unanimously

Motion to adjourn at 7:35pm made by Jean Cayer, second by Aleta Miner, motion passed unanimously

