



Shelton Library Board Monthly Meeting

Date: September 12, 2017

Place: Huntington Branch Library

QUORUM

James Geissler; chairman, Jean Cayer, Joan Feeley, Aleta Miner, Julie Blakeman, Also attending - Joan Stokes; Plumb Library Director, Marcia Austin; Huntington Branch Library Director. Absent: Steven Bellis

MEETING WAS CALLED TO ORDER 6:49PM

1) PUBLIC PORTION: none

2) SECRETARY'S MINUTES:

- a) August minutes were recorded by board member Aleta Miner in the absence of Julie Blakeman. Motion to approve made by Julie Blakeman, second by Jean Cayer. Motion was passed unanimously.

3) Treasurer's Report: none

4) Librarian's Report:

a) PLUMB MEMORIAL LIBRARY

- i) Air Conditioning is off for the season. It never worked well even with numerous attempts to fix it.
- ii) Cleaning, Sorting, and Discarding has been going on for about two months. The Shelton Friends of the Library as well as student volunteers have been assisting in a variety of tasks. This is still an ongoing process.
- iii) Magazine Subscriptions were reviewed through bibliomation. Subscriptions that are not be utilized will no longer be subscribed to the library.
- iv) The purchase of "denial cases" was approved by the board. This will help reduce if not eliminate the theft of our DVD inventory.
- v) NO COPIER. The Plumb Memorial currently does not have one functional copier or printer at the moment. Mrs. Stokes sought out three different quotes. Aleta Miner will contact Gene Sullivan at Shelton City Hall to see if he will approve payment. Quotes were given to board for their review.

b) HUNTINGTON BRANCH LIBRARY

- i) Mrs. Austin and her staff have developed a wonderful new program to get the library out in the community. The Branching Out Program will afford patrons of the library an opportunity to connect with business owners and other Shelton citizens at local establishments in our community.
- ii) Work has started on the broken glass boxes. Most of the birds living in said glass boxes are removed and repair work has begun. The board asks that if work is done inside the library while the staff is not attending the desk that the doors remain closed and locked.

5) Committee Reports:

a) Long Range Plan

- i) Tuesday, September 19, 2017 at 6:30pm a meeting will take place at the Plumb Memorial Library to discuss the details of the Long Range Plan.

6) Correspondence/Gifts:

- a) **Book Donations** - A patron of the Library, Patricia Luppino, passed away last week. She asks that in lieu of flowers guests make a donation to library for picture books. Book Plates were created to put inside the donated pieces, books will be divided between both libraries.

7) Old Business

a) Architectural Plan

- i) Steven Bellis emailed preliminary drawings of the meeting room from Rose-Tiso & Co. LLC. The next step is to sit with the architect discuss some adjustments.

b) Other - none

8) New Business

- a) **2018 Library Board Meeting Schedule** - created and approved, will go out to the city
- b) **2018 Library Closed dates** - approved by the board
- c) **Other** - Joan Feeley will not be in attendance for the October 2017 meeting

Adjournment 8:53pm

Motion made by Jean Cayer Second by Joan Feeley, Motion Passed Unanimously

NEXT MEETING: OCTOBER 10, 2017 at 6:30pm

Respectfully Submitted By: Julie Blakeman



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MOTIONS

- Secretary minutes, motion to approve made by Julie Blakeman, second by Jean Cayer. Motion passed unanimously
- 2018 Library Board Meeting Dates, motion to approve made by James Geissler, second by Jean Cayer. Motion passed unanimously
- 2018 Library Vacation Days, motion to approve made by Joan Feeley, second by Aleta Miner. Motion passed unanimously.
- Motion to adjourn, motion made by Jean Cayer, Second by Joan Feeley. Motion passed unanimously.