



Shelton Library Board Monthly Meeting

Date: October 10, 2017

Place: Plumb Memorial Library

QUORUM

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

MEETING WAS CALLED TO ORDER 6:49PM

1) PUBLIC PORTION: none

2) SECRETARY'S MINUTES:

- a) Correction to September minutes; Under Librarian's Report, Plumb, letter i) the air conditioning is still being used as needed however it never worked well throughout the season and will most likely need to be replaced in the near future.
- b) Motion to approve secretary minutes Jean Cayer, second Aleta Miner, motion passed unanimously

3) Treasurer's Report:

- a) Finances/Banking - Paperwork continues to be completed for board endowment
 - i) An email will be created for this endowment correspondence. The email address will be: PMLFoundation@gmail.com
- b) Monthly Bills - Aleta Miner and Jean Cayer signed bills

4) Librarian's Report:

a) HUNTINGTON BRANCH LIBRARY REPORT

- i) Long Time "Friend of Library" JoAnn Patters sadly passed away this week. The board remembers her as an active advocate and hands on volunteer of the Shelton library system. Her work and spirit will certainly be remembered by all who had the opportunity to be in her graces. Jim Geissler made a motion to make a \$75.00 donation/flowers to her memory, Aleta Miner second that motion, the motion was passed unanimously
- ii) A maintenance list was given to Chris including an out of order sink in the women's lavatory located downstairs. Said woman's sink has been out of order for approx one month.
- iii) Next month will be the first "Branching Out" at Baingan Indian Restaurant (11/7)

- iv) 570 patrons participated in the children's programs this month including; Tape Town, Bouncing Babies, Jumping Beans, etc.
- v) In coordination with the Perry Hill School "30 book challenge" Marissa created a "book menu" to entice young readers to taste some different genres! She posted this menu online along with call numbers.

b) PLUMB MEMORIAL LIBRARY

- i) BugBusters were called to exterminate a flea infestation that presented itself this month. The problem is now resolved.
- ii) Clean out of cluttered areas continues. Materials not damaged by water or mold will be digitized or sold at the Book Sale. Damaged or other materials will be disposed of in city dumpster.
- iii) The restrooms continue to permeate a noxious odor. The Men's room had a seal replaced but a certified plumber is needed to absolve the situation in both women's and men's lavatories.
- iv) Light bulb replacement in foyer has not been in working condition for over a year. Maintenance is aware. Some lamps in the library have been replaced but many more are either missing or out. Michele was called for a third time.
- v) The teens area will be moving downstairs in the near future. The historic portion of the building is not an appropriate location for adolescent to congregate. A small group of teens have been frequenting, unsupervised, demonstrating disrespectful behavior such as but not limited to attempting to puncture oil portraits, climbing out windows, throwing footballs, etc. Individuals have been asked to leave on numerous occasions.
- vi) New Copiers! The new copiers and printers have been approved and ordered by Shelton City Hall.
- vii) Staff will be attending workshops as well as meetings focused on STEAM and STEM programing. Dr Clouet showed interest in collaborating with the library to offer these programs through grants for Shelton Students. The goal would be to get the students to get to the library for the STEAM program thus strengthening the school-library bond.
- viii) Shelton BiCentennial Quilt series began and has a large attendance.

5) Committee Reports:

a) Long Range Plan

- i) Focus Group Questions were formulated by Julie and approved by the committee and will be completed by various groups
- ii) Estimates were given on phone system, security system, & projector
- iii) Historic Preservation Society was contacted by Julie, Greg Farmer came out to look at the Historic Plumb Library
 - (1) Slate roof needs attention by a certified slate roof service person. Slates are missing and it should be checked yearly. Life of a slate roof is 125 yrs
 - (2) Gutters overflow is causing growth on stone. The botanical growth will cause the stone to hold moisture, thus causing the stone to crack. Gutters need to be cleaned out

- (3) The stone needs to be cleaned with a D2 Biological Solution applied only by a professional. No abrasive chemicals or scrubbing cloths should be used on the historic stone.
- (4) Trees/Shrubs in the front of the building should be removed. They are too close to the building not allowing air to get to the stone. The roots are disrupting the front right corner of the building. Cracks in the stone are visible.
- iv) Silver/Petrucci+Associates were contacted by Julie. Dean Petrucci came out to discuss and look at the building. His team gave a price for a proposal to research, evaluate, and write a Capital Needs Assessment & Conceptual Design Plan. The plan would include evaluation and assessment of the short and long term capital needs. Those include architectural, mechanical, electrical, plumbing, fire suppression systems, potential accessibility improvements, generate a conceptual plan for reorganizing the interior function, itemizing significant code conformance, maintenance and health hazards, weather proofing systems, & interior finishes. The fee for the proposed work, report, & presentation is \$19,900.00. The board majority did not feel this was an approach they wish to afford at this time.
- v) A skeleton for the LRP is being drafted for the Shelton Library LRP.

6) Correspondence/Gifts:

- a) Donations from library patron, Patricia Luppino, has been graciously received. Four thousand eight hundred forty dollars was given in her name, large print childrens picture books will be purchased. Mrs Luppino's name will appear on the inside cover of each book in her memory.
- b) A thank you card was received from Essie. She thanks the board for thinking of her while she copes with the loss of her husband.

7) Old Business.

- a) **Other** - none

8) New Business

- a) **Other** - none

Adjournment 7:40pm

Motion made by Jean Cayer Second by Jim Geissler, Motion Passed Unanimously

NEXT MEETING: November 14, 2017 at 6:30pm

Respectfully Submitted By: Julie Blakeman



SHELTON LIBRARY BOARD MEETING

DATE: September 12, 2017

PLACE: Huntington Branch Library

MOTIONS

- Secretary minutes, motion to approve made by Jean Cayer, second by Aleta Miner, Motion passed unanimously
- Jim Geissler made a motion to make a \$75.00 donation/flowers to her memory, Aleta Miner second that motion, the motion was passed unanimously
- Motion to adjourn, motion made by Jean Cayer, Second by Jim Geissler. Motion passed unanimously.