

Minutes & Motions

13 June 2023 / 6:30PM / Plumb Memorial Library

ATTENDEES

In person; Jessica Prutting, James Geissler, Stephen Bellis, Julie Blakeman,, and Jean Cayer
Absent: Joan Stokes, Aleta Miner, Lou Dagostine

Meeting called to order: 6:43pm by Jim Geissler

AGENDA

PUBLIC PORTION

1. None

SECRETARY'S MINUTES.

1. Stephen Bellis made a motion to approve the minutes, Jean Cayer second the motion. Motion passed unanimously.

TREASURY REPORT

1. Encumbrance report emailed to the board prior to meeting.
2. Aleta Miner, absent. Library board treasury report to be read next meeting.

LIBRARIAN REPORTS:

HUNTINGTON BRANCH REPORT - Jessica Prutting reports as interim director

1. Summer reading programs and preparations are completed and will begin this coming Saturday, June 17, 2023. Adult, children, and teen programs will again be available and prizes will be drawn for winners.
2. A mechanical smell has been observed by the staff and patrons since May 23, 2023. The city is aware and is trying to identify the source by process of elimination.
3. Jessica reports that in the upcoming months various employees are scheduled to be out due to scheduled surgeries. Talks as possible temporary replacements, interns from colleges.
4. The last few weeks have brought unsupervised adolescents from the community center into the Branch. Jessica is attempting to engage them with programs however so far they are causing a disturbance and not engaging. Communication with the community

center staff has been ongoing and those who do not follow the code of conduct will be asked to leave.

5. Reports from the Branch were emailed to the board prior to the meeting.

PLUMB LIBRARY REPORT- Joan Stokes, Plumb Library Director (absent; notes from reports)

1. The air conditioning portion of the HVAC system has been completed. However upon entering the building the zones may need to be adjusted to have a consistent temperature throughout the building. The air ducts need to be cleaned out, upon turning on the system, persistent dirt and dust are causing a film on all surfaces.
2. The Mayor has expressed his favorable opinion in hiring Jessica Prutting as a permanent replacement for Marcia Austin. At the time of meeting Jessica Prutting was still waiting for the official sign off to happen. After the paperwork is completed, a new hire for the full time Branch Children's Librarian will need to be posted.
3. Programs: in addition to the summer reading program the following are scheduled; tai chi classes, various computer classes, "Friday films", Author events, The bow tied professor, teen programs, and childrens programs. Check the library website for details.
4. Friends Executive Committee; meeting and next steps are being planned. Discussion with the Library Board will be likely in the coming months.
5. Budget received from the city of Shelton. Reduction in part time line item, all else same as last year.

CORRESPONDENCE/GIFTS

1. None.

OLD BUSINESS

1. BEAUTIFICATION

- a. Discussion for next steps in beautification. Steve Bellis has gone to the Branch library and collaborated with Jessica and Robin about various items that need to be addressed. The board asked Jessica to create an updated wish list to review at the next meeting.
- b. The outdoor landscape needs to be addressed at the Plumb Library. To be discussed when Joan Stokes is in attendance.
- c. Security, Jean Cayer asked if we could reach out to the Board of Education to see who the school uses for security cameras. Perhaps this will result in a lower quote than the ones that have been given. Jim Geissler will investigate and report back next month.

NEW BUSINESS

1. A complaint was made from city patrons through various city employees about the children's section "Pride" display. Jim Geissler has agreed to meet with anyone who would like to discuss the display.

ADJOURNMENT

1. Jean Cayer made the motion to adjourn, Steve Bellis second, motion passed unanimously 7:24pm

Upcoming Meeting Details:

Day/Time: July 11, 2023 at 6:30pm; next meeting

Location: Plumb Memorial Library, 65 Wooster Street, Shelton Ct 06484

Motions:

1. Stephen Bellis made a motion to approve the secretary minutes, Jean Cayer second, all in favor, motion passed unanimously.
2. Jean Cayer made the motion to adjourn at 7:24pm, Steve Bellis second, all in favor, motion passed unanimously.

Minutes and Motions respectfully submitted by: Julie Blakeman