

Minutes & Motions

08 November 2022 / 6:30PM / Plumb Memorial Library

ATTENDEES

In person; Aleta Miner, James Geissler, Marcia Austin, Joan Stokes (virtually), Stephen Bellis, Julie Blakeman, Lou Dagostine, and Jean Cayer

Meeting called to order: 6:32pm by Jim Geissler

AGENDA

PUBLIC PORTION

1. Webster Bank representative, Cynthia Giovacchino was present and gave statement reports for the month's performance. The endowment was transferred to the Webster Investment accounts on September 28, 2022. The portfolio inception date began as of September 30, 2022. Ms Giovacchino will be sending monthly summaries to Aleta Miner for Library Board review.
2. Brian Donovan, from Zacks Investment Management was present during the public portion to give a history on Zacks Investment Management. Brian Donovan can be reached for questions at BDonovan@zacks.com or Cell phone 617-224-7789

SECRETARY'S MINUTES

1. Aleta Miner had one change from the previous month's minutes; Under "new business" Morgan Darby should replace Sue Darby. The wrong first name was added by error.
2. Jean Cayer made a motion to approve the minutes, Steve Bellis second the motion. Motion passed unanimously.

TREASURY REPORT

1. Balance of accounts; Webster, Charles Swab, and Liberty Bank, reported by Aleta Miner to the board.

LIBRARIAN REPORTS:

HUNTINGTON BRANCH REPORT

1. New part time employee hired.
2. Custodial work in the branch has improved

3. Marcia Austin is preparing for retirement by organizing and cleaning out files.
4. Meeting with the Library Board of Directors took place this month at the Plumb Library; discussion included concerns, resources, and advice.
5. Full Reports sent to the board from Adult and Childrens librarians.

PLUMB LIBRARY REPORT

1. No heat has been an ongoing issue in the “newer” section of the library. A temporary system was put into place while the city finishes installing the new propane system.
2. The alarm in the Children's Department continues to go off nightly. The city is aware and is working on it.
3. A corporate match for digital screens was offered through a private donation. Waiting on Stefano to obtain the necessary quote to bring this project to fruition.
4. Lighting in Plumb parking lot is inefficient, no word from the city to see if this will be addressed.
5. The Annual State Report is completed! Copies were emailed to the board.
6. Bibliomation, Peter Lanese has been to both libraries to upgrade computer and printing management software.
7. The Strategic Plan that was written in 2018 will need to be revisited next year as 2023-24 is the year we were to evaluate work done and start a new long range plan. Kudos to the City and the Library Board for completing the vast amount of work throughout shut downs, a pandemic, and inflation.
 - a. **DONE** 2018 - 2022
 - i. Meeting Room renovation
 - ii. Plumb Elevator
 - iii. Furnace/AC in Plumb redone
 - iv. Restroom renovation
 - v. ADA Ramp
 - vi. Plumb Children's Area Renovation, walls, shelves, etc
 - vii. Plumb Children's circulation desk, new furniture, etc
 - viii. Huntington - replace windows
 - ix. Rewiring
 - x. Plumb Adult Area Renovation, carpet, walls, ceiling tiles, lighting, furniture, circulation desk, rewiring.
 - xi. Historic Renovations
 - b. **TO DO**
 - i. Security System
 - ii. ADA Doors

- iii. Huntington Branch - new signage
- iv. Replace lighting in basement work rooms
- v. Main library, new carpet and paint
- vi. Write a new Long Range Plan

CORRESPONDENCE/GIFTS

1. None

OLD BUSINESS

1. BEAUTIFICATION

- a. Waiting on furniture delivery, one last lighting fixture, computer set up, and city for phone lines.
- b. Board and Directors discussed a re-opening before Christmas.

NEW BUSINESS

1. OTHER

- a. Steve Bellis; follow up with the meeting room hours. Discussion about options for people to register to use the room and having a keyless entry system. Quotes for keyless entry will be given by Julie Blakeman before the next meeting.
- b. Katherine from human resources is finishing the official job description for the Branch director position. Discussion regarding internal post versus a public posting occurred.

ADJOURNMENT

1. Jean Cayer made the motion to adjourn, Jim Geissler second, motion passed unanimously 7:30pm

Upcoming Meeting Details:

Day/Time: December 13, 2022 at 6:30pm will be the next meeting

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

Motions:

1. Jean Cayer made a motion to approve the secretary minutes, Steve Bellis second, all in favor, motion passed unanimously.
2. Jean Cayer made the motion to adjourn at 7:30pm, Jim Geissler second, all in favor, motion passed unanimously.

Minutes and Motions respectfully submitted by: Julie Blakeman

