VILLAGE IMPROVEMENT ASSOCIATION

December 18, 2018

The Meeting of the Village Improvement Association was called to order at 6:30 p.m. on

December 18, 2018 in the Connie Sacco Room of the Main Library by Vice President John Galvin. Present were Gert Beckwith, Patricia Donnelly, John Galvin, Charles Gunning, William Heffernan, Curtis Hodgkins, William Lang, Alan Olenick, Susan Walker, Director Colleen Bailie and Assistant Director Catherine Bushman. Absent were Michelle Bernardi, Ted Brown, Joseph Fortino, and Mary Malenda Also present were staff members Aisha Banks and Maria Zervos.

Minutes of November 20, 2018 meeting were approved as printed, by motion of

W. Heffernan, seconded by A. Olenick, and carried.

Director’s Report: C. Bailie: Staff: Suzanne Delima has begun at OM to replace Joyce Gagnon. Interviews for part time positions are continuing. Budget: We will be over budget at the end of the fiscal year. Revenue is down over $7,000 from last year. Utilities costs are up. Budget has to go to City in February. Programming: Conn. Library Association will have a March meeting “Hands on Legal Reference” VA reached out and asked us to have a table at their Community Connections Fair in March. Material in Spanish was donated to us by Colchester Library. Maintenance: Tyrell will change the batteries at OM. Getting HVAC quote from Joe Ferman for Main.

Assistant Director’s Report C. Bushman Knox box has been installed. She is working on January-February brochure and interviewing for new staff with Colleen.

Staff Reports:

Aisha Banks: is collaborating with Maria (OM) on programs for Seniors. She received donation of puzzles from former Allington senior center and will have a puzzle tournament in March. USAlliance will offer series of financial information sessions March-July, then during the summer for younger patrons and in fall for adults. May is Older American Month Circulation is down.

Maria Zervos: In November school outreach Pagels School kindergarten came and Joyce Gagnon did her last reading to the kids. Maria is rotating books for Pagels classrooms, she does pickup and drop off. School sent home applications for library cards for children and lots came back. Circulation is up over last year (after renovation). Happy to have Suzanne Delima on staff. Still waiting for estimate on heat pump from George Ellis

Treasurer’s report: C. Gunning: we are not in good shape. If things continue this way we will be $61,000 in the hole at end of fiscal year. Check book balance $92,624; special checking account $37,269. 74% of electricity budget used. Investment account is $1,831,000 as of November 30th. Motion to accept Treasurer’s report made by A. Olenick, seconded by W. Heffernan, are carried.

Committees: none

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Friends of Library:

P. Donnelly: 8 people were at December meeting. In February group will meet at OM branch through April and in May meet at LP. Planning mini book sale on April 28th. Lots of books are coming in for the sale. Fundraising: looking for trivia questions.

Old Business:

Fundraising: A. Olenick: committee met with Easton Library director about mini golf fundraiser. Tentative date of March 30th First Annual Mini-Gold tournament: Looking for a tournament sponsor, 18 tee sponsors (who decorate their holes) cost is approximately $2,295 for an all-day event. There is no cancellation fee. We can have a silent auction during the event with baskets. Cost will be between $5 and $10 for an individual with a family rate.

Annual appeal: Brochure to go out to all WH households with info about library and asking for donations: (benefactor $500+, partner $250-$499, patron $100-$249, book club $75-99, reader club $74-$50, sponsor $49-$25, donor $24 or less) Library needs more funding and we can get information about the library out to WH residents. Seed money for brochure is needed for this. Time line: mail out at end of January with the final brochure approved at Jan. 15 meeting. Motion by C. Gunning, seconded by W. Heffernan, to use funds from Special Checking account for seed money for this appeal. Account will be reimbursed as funds come in. Motion carried.

Strategic Planning: Director reviewed plan which was emailed to Board. It included evaluation and assessment, programming, technology, space, staffing, collection, etc. with a general summary. She will revise it a little, condense it, and have some of the information available for reference.

Security: Director has contacted various possibilities: CRS has a plan with a button at every desk which are tied to 911 system or just to alert all desks, including branches. The walkie talkie is working well. Buttons red - emergency which goes directly to Police Department and Blue which is non-emergency. Messages goes to all computers and phones. She will contact the Police Department with this info for their input and come back in January with any changes and prices.

New Business. None

Meeting adjourned at 7:45 p.m. by motion of W. Heffernan, second by W. Lang, and carried.

Minutes taken by Gert Beckwith

NEXT MEETING WILL BE TUESDAY, JANUARY 15, 2019.