**VIA Meeting**

**January 17, 2023**

**Minutes**

Attendance: Galvin, Lang, Heffernan, Haley, Fortino, Adams, Donnelly, Khu, Bernardi, Walker

Staff = Colleen Baille, Catherine Bushman

City Council rep – Colleen O’Connor

Meeting started at 5:01 pm

Minutes were approved

**Director’s Report – Colleen B**

Have hired all the part-timers needed. The Outreach librarian is scheduled to start Feb. 6th. The bookkeeper has resigned as he has found a FT job – his last day will be January 24th. Job will be posted this week.

The audit is almost completed – should have the report soon.

We are in good shape for this time of year.

Allegedly we should be getting 1st payment of ARPA funds

Still have not heard when the budget is due

Hot water pump at main library is broken. Cost of repair is $2700

Fence issue has been resolved for $10k. Our lawyer is working with the neighbor to get the deed for the land

CIF grant was submitted for $8 million.

Colleen will be meeting with David on capital campaign -she hopes to speak next month with friends group. David thinks we need to have an architect lined up – this will help with CIF grant

CLA for this legislative session is submitting two bill proposals with the help of Senator Tony Hwang. One bill is for the ebook pricing bill that they tried for last year. The other bill is in regards to more funding for libraries.

In March Colleen was asked to go to DC to speak in regards to library funding, sponsored by ALA.

We need to update some computers and software.

**Assistant Director’s Report – Catherine**

Catherine trained 3 new employees on general staff administration responsibilities and orientation. Created WHPL schedules for them

Interviewed two outreach librarian candidates with Colleen

Ran ADP timecard report for FT staff’s time at the end of FY 2022 and gave it to Colleen.

Attended the “Serving Communities” webinar which is a class that teaches librarians to use language and preferable words to allow patrons to be more accessible to resources in their libraries.

Covered Ora Mason due to staff shortage

WHHM meeting with Todd Levine from the state and another lady who focused on the outside walls and roof. Selling Ward Heitmann House hoodies. Accepting Checks and venmo@wardheitmann orders through the end of January. Hoodies are going to be available at the library February 14-16 during library hours.

In the process of ordering new library cards since we’re getting close to running out.

Worked on the schedule.

Entered staff PO requests onto Peachtree

Made bank deposits to BOA

One scholarship response received

**Treasurer’s Report – Michelle**

Budget is looking good at this point

**Friends – Pat**

February 7th is the next Friends of the library meeting

**Old Business**

Allingtown library – We need to find an architect

**New Business**

Technology – Still using older technology. Need $840 a year Office 365 and 10 new computers- $8000 total for this

Motion – That the VIA spend $8000 for new Office and 10 computers Motion passes unanimously

Bill made a motion that we replace the broken heat pump for $2700.

Executive Session – ended 5:32 pm

Motion to adjourn – 5:33 pm – unanimous.

Respectfully submitted,

Susan Walker, Recording Secretary