**VIA Board Meeting**

**3-19-2024**

**Attendance**: Charlie Gunning, Joe Fortino, Susan Walker, John Galvin, Michelle Bernardi, Bill Heffernan, Bill Lang, Curtis Hodgkins, Leonard Adams, Pat Donnelly, Colleen Bailie, Catherine Bushman, Mary Malenda

Bill called the meeting to order at 5:01pm. Bill Lang made a motion to accept the minutes of the last meeting, Charlie seconded the motion. Vote to accept was unanimous.

Staff reported that the Book Club meeting went well. There was a large turnout. A program has been set up for the total eclipse program. Glasses will be provided at no charge. There will be 90% coverage in West Haven. People will meet on the lawn on April 8, 2024 from 2:30pm – 3:30pm.

**Director’s Report**: Colleen reported that she is working with an agency to find another replacement accountant. She has also reached out to UNH to arrange for a possible intern placement. In the meantime, Kara is assisting with the B&T and Amazon invoices, Catherine is dealing with the register funds and she is entering the invoices. She reported that she will be doing a technology check-in with staff and additional training will be provided as needed.

Colleen reported that she met with the mayor and the acting Finance Director on 3-4-24 on the library’s budget. She said that she doesn’t think that we will get the 13% increase that she requested but she does think that there will be an increase. She said that due to the cuts in recent years, our current budget is less than it was in 2014. She said that we are about $46,000 over budget. She has curbed library spending to book, DVDs and necessary supplies for the remainer of the year in addition to trimming staffing a few hours per week.

Our documentary promo will begin airing on 4-4-24 and will be aired on PBS during the week of 4-29-24.

**Assistant Director Report**: Catherine reported that she has been doing some aspects of accounting in order to stay current while we look for a bookkeeper. She said that she created and sent out the 2024 Scholarship information to the WH Voice and area schools. She said that she arranged for Lords Furniture to deliver two new chairs to Ora Mason. She said that she has worked on creating a new staff schedule and is planning a plant sale on the property in April.

**Treasurer**: Charlie said that there is a $50,000 deficit this year. He said that some things in the special funds may have been put in the wrong line. Colleen said there is actually $26,000 deficit.

Friends: Pat said that more people are coming to meetings. She said that the book sale will take place on April 6. This year from 10am – 1pm, patrons will be charged $10 for a full bag. From 1pm – 2pm the price will drop to $5. West Haven Plant Initiative will be giving seedlings away. She said that the quality of books being donated is great and some will go to the library. April 11 there will be a luncheon for the volunteers, staff and members of the Board in the Sacco Room from 12-2pm.

**Old Business:** Colleen said that the elevator at Ora Mason elevator has been flooding due to the large rainfalls that we have been having. She said that the cost of waterproofing the elevator, cleaning it and degreasing it will be about $27,980. She will check with the insurance company about coverage.

**New Business:** Colleen said that she has been checking data bases to see how much usage each one has been getting. A new data base will allow more efficient staff training. One year would cost $4263, three year costs $3800, 5 year costs $3400. Colleen said she is leaning towards three years. The decision was tabled until the next meeting.

Meeting went into Executive Session at 6pm and came out of Executive Session at 6:08pm.

Charlie made a motion to bid $500,000 for 1 Forest Road plus $1,000,000 from ARPA funds. Michelle seconded the motion and the vote was unanimous approval.

The meeting adjourned at 6:25pm