VIA Meeting

May 18, 2021

Attendance: John Galvin, Alan Olenick, Elaine Khu, Mary Malenda, Leonard Adams, Pat Donnelly, Susan Walker, William Heffernan, William Lang, Curtis Hodgkins, Charlie Gunning

Staff: Bailie, Bushman

City Council Rep - O’Connor

6:14pm Meeting called to order.

Director’s Report – Bailie

 Head of the Children’s Dept. has given a two month notice. Her last day is July 2nd.

Bailie has begun a search for a Full time Head of the Children’s Dept. as well as for a part time position.

The requested budget for WHPL for FY22 was approved. City Council approved the $100,000 to be released from contingency and will be paid along with the next monthly check from the city.

There will be an increase of hours that the library will be open at both branches beginning July 1, 2021. The Main library will increase open hours from 39 to 45 hours per week and the Ora Mason branch will increase open hours from 28 to 35 hours and from four to five days per week.

Self check out machines are being researched for purchase with ARPA funds.

Collection browsing appointments are no longer required. Computer appointments are still in place.

A picnic table purchased by the Friends has been put outside to be used for outdoor programming.

Assistant Director’s Report – Bushman

Conference bags were ordered for publicity events to be filled with promotional materials for the library at various around the city for next FY.

Draft 1 of the Library collection policy was completed to reflect current best practices and using information in the assessment for guidelines.

Murals and wall stickers are being researched to make the library appear more welcoming and orientate patrons more easily.

Summer schedules for library staff are in the process of being created.

Finance – Gunning

Gunning’s question about when the $100,000 contingency monies will be given to the library was in June along with the monthly city check.

The elevator at the Main library has needed increased maintenance and may need to be replaced.

The stairwell covering at the Main library will need to be replaced soon with safe and attractive materials.

The exterior of the Main library needs to be power washed and repainted carefully due to it’s age. Quotes will be obtained.

The computers are over 10 years old and new computers are needed that can handle the newest software.

 A list of capital improvements will be created to be submitted for the next VIA Board meeting.

Seven scholarships have been submitted. Two of them are without transcripts.

Friends – Donnelly

 There will be a book sale, but no date has been set yet.

The next FOCL meeting is June 9.

Allingtown Building Committee – Olenick

The City will foreclose and clean it up as a partner on the lot 668 property soon. The Letter of Intent was sent to the city att. Once a contract is in place, then a survey process can begin which would be required by Planning and Zoning. The City would agree to take care of the insurance and liabilities.

The library will use the endowment, fundraise and apply for grants for other properties. The City will help with lot 668. AZ survey and site plan can be presented to Planning and Zoning.

The library plans on being on the June 11 Planning and Zoning agenda to request that the library can legally operate in that Residential/Business zone.

Galvin, and Bailie met with Mayor Rossi on May 18. Discussed was that a trailer would be on site by September open for Allingtown residents. The library van will be used as a “pop-up” library in various places including Quigley Park and the old ShopRite parking lot. Children’s programs The superintendent of Forrest School was contacted to be used as a “pop up” site, but deemed not safe due to limiting some patrons who would not be allowed on school property. As well as limiting internet access to a school level of internet filtering.

The FY22 budget passed with $50,000 towards a lease in Allingtown and $50,000 towards Covid expenses. The children’s department is planning an Allingtown story walk and a city wide scavenger hunt.

City Council has not yet seen the completed library assessment so there is not yet any feedback from them. Bailie spoke with OConnor to arrange ReThinking Libraries to arrange a date and time to meet.

Gunning requested that a letter be sent to the Voice regarding the findings of the ReThinking Libraries assessment as soon as the City Council members have seen it.

Motion to end the meeting by Heffernan. 2nded by Lang.

Meeting adjourned at 7:04pm

Respectfully submitted,

Catherine Bushman, Stand-in Recording Secretary