**Village Improvement Association Minutes • 8-20-24**

**Attendance:**

Present: Colleen Bailie, Catherine Bushman, Alan Olenick, Curtis Hodgkins, Leonard Adams, Bill Heffernan, Charlie Gunning, Elaine Khu, Michelle Bernardi, Gwen Haley, Susan Walker, Pat Donnelly.

Absent: John Galvin, Bill Lang, Joe Fortino, Mary Malenda

**Staff report: Taylor Cordova: Circulation Manager:**

Summer Reading is well attended. 15 BINGO cards were received and they will be pulling winners in a few weeks. The Low-Vision support group is well attended both by WH residents as well as out-of-town attendees. IRIS (refugee group) is bringing a group of refugees to the library for a tour and orientation. This will happening September with collaboration with the Children’s Department. Regular programs such as the movie showings, book clubs and adult crafts are well attended. Taylor is setting up author talks, game nights, crochet club, coloring groups and other popular programs for the fall.

**Staff report: Amy Sullivan: Graham Room Manager:**

Summer reading concluded and we had 831 participants in the various programs we offered over the 6 week period. Summer tutoring went very smoothly, and we had 30 kids in grades k-2 complete the program. The volunteer program was active over the summer. Teens dedicating 72 hours to assist with summer programs and various projects within the library. We are planning for Fall programs by collaborating with the schools for library card sign up month as we did last year, and will also be visiting the schools again over the course of the year. I am attending the new family night at WHHS this week to introduce families who are new to the city to the library and our services. Storytimes and Music in Motion will resume in September. 6 video game programs with MyProductionsCT are planned over the course of the year for teens since the one over the summer was so successful. We will have 4 of the programs at the main library and 2 at Ora Mason.

**Director’s Report – Colleen Bailie**

Staff Reviews are completed.

All day staff meeting is planned for Friday, October 4. The agenda will be: Policy updates, Active shooter staff training, Customer Service training and Allingtown branch library updates.

Digital Navigator invoices were approved at the last ARPA meeting. The check should be arriving soon. Colleen spoke with our insurance agent regarding worker’s compensation with Chubb. Colleen requested $35k to keep in the Special account in case of minor capital expenses are needed.

The elevator at Main is not working. Repairs costs: $2,735. Currently waiting on Kone for a part for repairs to begin. Michael Sartor has been calling regularly for updates on when the repair will begin.

The Digital Navigator has begun with the regional program has begun and, Arabic speaker, Mohammed started sessions with WHPL patrons.

The Ora Mason mural will be completed by August 28th. The reception is planned for Friday, August 30 from 3 – 5:00pm.

The 2024 Ora Mason Ice Cream Social was hugely successful. The children were given a tour and a lesson in hose use (with a fireman very close) at the fire department next door. We are very grateful for the firemen who did such a great job with teaching the children!

The fiber project will be completed on August 28th and it will be aiming to open in time for the public. Notices will be posted to the public.

Quotes for initial renderings for the Allingtown project have been requested. One has already been submitted.

WHPL has seen increases in Wi-Fi use and circulation numbers that have increased from last year.

Thanks goes to Alan Olenick and the Rotary Club for adopting the bus stop outside the library by purchasing paint for the fence. They also purchased paint for the library bike rack.

Colleen will be a panelist speaker at the NELA (New England Library Association) conference about intellectual freedom in New England and how states are addressing this issue.

**Assistant Director – Catherine Bushman**

Assisted at the Ora Mason’s Annual Ice Cream Social.

Created the Friends of the West Haven Public Library August monthly membership report.

Arranged for a realtor to tour 271 Elm to get a quote.

Provided a list of magazine subscriptions for the Adult Circulation/Reference Dept and the Ora Mason Branch to renew or make changes for next year at WT Cox.

Provided space in the Graham Room as a location for the four-piece string quartet to perform in case it rained (which it did). It was supposed to be at the green, weather permitting. The quartet was seen (and heard) by adults and children. After their performance, they offered the children what they called the “petting zoo” where children could hold and play with various instruments.

Assisted in printing the Friends bookmark and magnet.

Typed the Friends minutes for the meeting on August 6.

Re-ordered blue frosted new patron bags.

**Treasurer’s Report**

Charlie reported the VIA’s current investment status. Discussed were ways of Colleen being able to pay bills as easily as possible. The employee who is currently working in the Accounting Department is from a temp. agency and is working out very well. Colleen will begin working on the audit in September. The amount of payment to the temp. employee was discussed as well as their pay.

Payment to the Lion Inc. service was discussed as well as the annual cost of WHPL databases.

Discussed was the option to create a separate account for repairs and maintenance which would help Colleen make timely payment. Monies from the city for being a warming center last winter were received.

**Friends of the West Haven Public Library**

The next book sale will be Saturday, August 31. Two teens are working but more volunteers are needed. Prices for the filled bags were discussed. The Friends author talk was discussed. One of the authors that will speak is Robyn Cannon. The Friends paid for student tutoring this Summer as well as supplies for many library programs. They also paid for the Discovery Museum pass.

**Committees – None**

**New Business**

Due to the uptick in toilet paper usage Colleen has proposed automatic flushing toilets. She believes it will be cost effective.

Alan Olenick made a motion to purchase an automatic flushing mechanism for the toilets in the circulation Department. Curtis Hodgkins 2nded. All voted in favor.

The elevator at 300 Elm Street needs repair.

Alan Olenick made a motion to pay for repair to the elevator at 300 Elm Street. Charles Gunning seconded the motion. All were in favor.

**Executive Session: Entered at 5:09pm.**

**Executive Session: Ended at 6:08pm.**

Motin to adjourn at 6:15pm made by Lenord Adams. Seconded by Bill Heffernan. All in favor.

Minutes written by Catherine Bushman