VIA Minutes September 21, 2021

Attendance: John Galvin, Alan Olenick, William Heffernan, Curtis Hodgkins, William Lang, Mary Malenda, Charlie Gunning, Pat Donnelly, Elaine Khu, Leonard Adams. Colleen Bailie, Catherine Bushman. Absent: Michelle Bernardi, Susan Walker, Joe Fortino, Ted Brown.

The meeting was called to order at 5:04pm. by J. Galvin, seconded by W. Heffernan.

Motion by W. Heffernan to accept the minutes. Seconded by W. Lang.

Director’s Report – C. Bailie

Colleen spoke about staff have been doing outreach initiatives with programming both virtual and in person. Staff development day was September 10 where staff were trained on good customer service methods. All open staff positions are currently filled.

Library materials to be researched and purchased out of the capital budget:

Archival equipment for the Reference department.

New office chairs for the staff.

Quote for front and back stairwell flooring.

Painting the interior walls at the Ora Mason branch.

The Audiovisual equipment has been installed in the WHM community room. The outside repair and painting of the original Carnegie building is complete.

Assistant Director’s Report – C. Bushman

Assisted C. Bailie with new staff interviews. Volunteered to assist with working on the WH Centennial book for the city. Mailed the Friends of the West Haven Public Library renewal membership forms. Assisted Colleen B. by gathering statistics on West Haven demographic data for last fiscal year. Began the onboarding procedure and first tour of the building for the new part time staff. Colleen Bailie will resend committee assignments.

Staff Reports

Amy Sullivan: Head of the Children’s Department.

The Graham Room is getting a fresh coat of vibrant colors. In-person programs are being done aimed at all age groups. There has been outreach to West Haven schools. The Halloween Spooktacular program is in October. 2nd annual scarecrow contest. The Take & Make kits are very popular. Circulation levels have increased but are still not at the pre-pandemic levels.

Shannon Angelone: Head of the Technical Services Department.

She has installed 10 new desktops and 5 new laptops. She has been busy with her usual: cataloguing, putting out social media and answering questions on the phone. Group policies changed settings to secure the computers.

Taylor Cordova: Head of the Reference Department.

Programs for adults have increased in number and the amount of people attending. Two September programs noteworthy: Sydney Sherman who speaks about spirituality and there is ongoing weeding of the collection. The Hotspots are going to be circulated to the public as soon as they arrive.

Treasurer – C. Gunning

Finances are stable for this time of the year.

Friends of the West Haven Public Library – P. Donnelly

Compared to other library booksales, there have been no issues with professional book dealers at the WHPL book sale events. FOCL meeting in the Spring should be in person, but can only be held at a venue allowing such events. Friends are preparing for the October 16 book sale.

Old Business – None.

New Business

VIA slate of candidates were read out.

W. Lang made a motion to accept the ballot. Seconded by Bill Heffernan. All voted yes.

Board discussed technologies for scanning and digitizing WHPL items. Also discussed was using Owl for when there are hybrid meetings that are both virtual and in person.

Motion was made by Bill Lang to spend $1,700 to purchase Owl device for hybrid meetings. Seconded by B. Heffernan. All were in favor.

Discussion regarding replacing stair treads. The stairwell treads have shown wear and tear and poses a potential danger to anyone using the stairs. C. Bailie told the board of the quote for both front and back stairs to have new covering. $8, 472 for the front stairwell and $13,299 for the back stairwell. The company has a state contract.

A. Olenick made a motion to approve. B. Heffernan seconded. All in favor.

There was a discussion about purchasing new office chairs for the staff in all library locations. It has been over 10 years since the last chair purchase. The board requested quotes for next month’s meeting.

Executive session began at 5:45 and ended at 6:10pm.

B. Heffernan made a motion to adjourn. Seconded by B. Lang. at 6:15pm.

Respectfully submitted,

Catherine Bushman, Assistant Director