VIA MINUTES

OCT 15, 2019

**Attendance: Ted Brown, Susan Walker, Michelle Bernardi, Charles Gunning, Pat Donnelly, Curis Hodgins, Mary Malenda, Joe Fortino, Alan Olenick, William Lang, Colleen Baille, Catherine Bushman. Absent – John Galvin, Elaine Khu, Leonard Adams, Wm Heffernan.**

**Auditors Report – M. Slovakian – The accountant went over the highlights of the auditor report. His suggestions were –1. Finance committee should also be the audit committee. 2. Have to sign off on invoices to show approval. 3. Competitive bid policy – Board should vote on any purchase over $1000. 4. Review service contracts. Charlie brought up the special funds account. Monthly reports do not include special fund accounts, show a deficit. Doesn’t show depreciation. Audit report is still in draft form.**

**Children’s Department – Amanda**

**September attendance is up 200 from a year ago Story times restarted in September. Music in motion, outreach to schools, visits to child development center. Will visit Pagels and Forest Halloween Spectacular coming up.**

**Director’s report – Colleen**

**We don’t have a bookmobile driver yet. There were 5 interviews for the Ora Mason position. We need to have half or full day of staff meeting in December – active shooter training, customer service refresher, sexual harassment. Run programs to help the city in sustainability. Canopy – Netflix for libraries, pay as you go. Problem with security alarm – storm fried the security panel. It was fixed today. Bill Lang suggested a surge protector. We need to update the code of conduct for patrons. Problems with patron’s behavior. Meeting with the VIA board and City Council has not been set yet. We will ask for Oct. 29th. The $25,000 expected from the state will arrive in quarterly payments.**

**Assistant Director’s report – Catherine**

**October 4th program – “You say tomato, I say tomato”. R Studio and tableau software has free sites for graphs, charts, etc. Delivered audiobooks to Senior Center while waiting for the bookmobile to be operational. She is working on a document to bring to city council/board mtg.**

**Motion to approve reports. Motion made by Bill Lang, seconded by Mary Malenda.**

**Treasurer’s Report – Charlie**

**Budget isn’t in bad shape. $21,000 to the good.**

**Motion to accept – Motion by Mary Malenda, second by Pat Donnelly. Motion approved**

**Friends of the Library – Pat**

**State Conference on Friends of the Library at CUCC on Nov. 16th. Friends of the Library still needs a treasurer.**

**Committee to meet with City Council – Charlie Gunning, Ted Brown, Mary Malenda, Alan Olenick, John Galvin. Council representatives = Robin Hamilton, Bridget Hoske, Richard Dipalma and the city finance director.**

**Old Business**

**Slate of Officers – proposed by Bill Lang. (See attached)**

**Motion to approve – Alan Olenick, Seconded by Joe Fortino. Motion approved.**

**Still looking for one more board member**

**Piantino = The sign on the library can’t be seen because of the construction. Construction Company is now using 3rd floor as headquarters.**

**Computer upgrades**

**Some are ready to die. $510 per each computer. Order 15 computers ($9600). Motion to purchase 15 computers out of the endowment funds. Windows needs updating. Motion by Charlie, second by Michelle. Alan amended the motion to spend up to $15,000 for computer upgrades, both hardware and software. Seconded by Bill Lang Motion passed unanimously.**

**Motion to adjourn – 8:30 pm. Motion made by Alan, seconded by Mary. Motion passed**