VIA MINUTES

October 18, 2022

Main Library, 300 Elm Street, West Haven, CT 06516

Attendance: Khu, Malenda, Gunning, Donnelly, Heffernan, Lang, Galvin, Hodgekins, Walker.

**Not present**: Fortino, Brown, Bernardi, Adams

Library Administration: Colleen Bailie, Catherine Bushman

Meeting was called to order at 5:02.

**Director’s Report**

Two part time employees were hired in September. Still need one more part time staff as well as the full time outreach position and the full time branch manager.

There will be a full staff meeting on November 4the 9:00-11:00AM.

Corrections were made on September’s financial report regarding the Friends special and the water & sewage lines.

Colleen is near completion to give the requested 5 year financial plan to WH City Council. Input from the VIA to send the report to the entire city council as well as Head of Finance and other subjects.

The first quote for paving the parking lot came in at $42,000. Waiting for two more quotes which should be soon.

The circulation statistics are low compared to pre-pandemic, but are increasing slightly. Library usage has increased for services and room rental usage.

The library didn’t receive the Community Investment Plan award. Discussion regarding who to approach to receive support for future submissions of this award. Will submit it again and further stress the impact on the WH community it would positively affect.

Colleen will ask for a report from Head of Circulation to make a report comparing circulation numbers from pre-COVID and this year’s numbers.

**Assistant Director –**

Holiday Party. Lorenzo’s has no open Fridays in December. Discussion on more restaurants in West Haven that can host the holiday party. Catherine will continue to research available and appropriate venues and report for a vote in November.

Reordered outreach materials for when staff have programs out in the community.

Completed various tasks to keep up to date with ADP scheduling and staffing information.

**Friends – Pat Donnelly**

Fundraising – There’s a comedy night at West River Hall. Tickets are $25.00 per person. 75% of the ticket sales are going towards the Friends of the West Haven Public Library to fund further programs.

Next Friends meeting: Cake Coffee and Conversation.

FOCL is the first in-person meeting for a while. Will be able to purchase on line as well as selling them at the circulation desk at the library.

**Old Business –**

**Building Committee –**

The Building Committee will meet regarding architects for the new building and 668 Orange Avenue.

**New Business –**

The Nominating Committee Discussed meeting regarding the merits of new candidates and a current candidate.

Motion to decline an application to become a VIA board member for current applicant by Curtiss Hodgkins. Bill Heffernan seconded.

Entered executive session – 5:40pm

Exiting executive session – 5:50pm

Motion to adjourn – 5:51pm

Respectfully submitted,

Catherine Bushman