

## VILLAGE IMPROVEMENT ASSOCIATION

March 20 , 2018

The Meeting of the Village Improvement Association was called to order by President Ted Brown at 6:40 p.m. on March 20, 2018 in the Connie Sacco Room of the Main Library.

Present were Gert Beckwith, Ted Brown, Patricia Donnelly, John Galvin, Charles Gunning, Curtis Hodgkins, William Lang, Susan Walker, Director Colleen Bailee and Assistant Director Catherine Bushman. Absent were Michelle Bernardi, Pamela Gardner, William Heffernan, John Lewis, Mary Malenda, and Alan Olenick. Also present were staff members Aisha Banks, and Travis Feder.

**Minutes** Motion to accept the minutes of February 20, 2018 as printed was made by W. Lang, seconded by C. Gunning, and carried.

**Director's Report:** All staff librarians are going to CLA conference for a day. Colleen and Travis will do a presentation. Colleen will attend PLA meeting tomorrow - weather permitting. OM. Insurance matter is still pending with parties debating responsibility. Signage: waiting for warmer weather to install sign. Main: waiting for quotes for parking lot. Space reorganization going on at Main to accommodate those who come into the library to sit for a while. Between 100-130 patrons use the computers daily in Reference Room. Door counts are up but circulation is stagnant. LION: the new director wants to attend various libraries' board meetings. Disaster plan is in packet. It was suggested to ask Bill Heffernan to review it. She and Bill Heffernan spoke to Milford Friends group. They form subcommittee to help increase Friends' participation. We are enrolled in Great Give on May 1 and 2 which is a 36 Hour period to donate to non-profit organizations. She is looking at small grants for programs. Library passport , for month of April patrons are given little gifts at each library they visit and prizes go to person who visits the most libraries.

**Assistant Director's Report** C. Bushman is working to support Director. Working on marketing and has received the pens, magnets which were ordered. Working to help Friends April 7th book sale .

### **Staff Reports:**

Aisha Banks: moving forward. Class of young children (24 participants ages 3 and 4) come in for monthly visits and this may continue through the summer. She is working on summer programming.

Travis Feder: 7,200 newsletters are sent out weekly. Looking into Pringe - wireless printing - at branches. The four Hot Spots ordered last month have arrived and are in circulation, 2 at LP, 1 at OM and rest at Main.

**Treasurer's report:** C. Gunning: we have spent 65% and received 66 2/3% so we are good. Motion to approve report made by B. Lang, seconded by C. Hodgkins, and carried.

**Committees:** no reports

**Friends of Library:** P. Donnelly: concert was held on Feb. 28th after the weather postponement. Attendance was good. Book sale will be held on April 7th with setup on Friday afternoon April 6th. Funding Raising Committee is planning activities. She is filling out a survey for Friends of Conn Libraries.

**Old Business:**

Budget FY19 Director said we are getting same amount as the current fiscal year - which means a \$70,000 cut because of salaries and medical insurance (we assume 6% increase but real numbers will not be known until April). She is trying to trim our hours but wants Main to be open on Saturdays in the summer.

OM insurance debate is still status quo. Colleen has called the insurance company; no work has been done on the heating unit which broke.

Main sign: prices range from \$14,000-\$17,500 or \$21,000-\$24,000. Matter will be tabled until the more pressing matter of paving the parking lot is done.

**New Business**

**Disaster Plan:** Director will ask Bill Heffernan (Fire Dept) and member of Police Dept to review it and, after it is approved, to speak to all staff.

Board went into Executive Session at 7:25 p.m. and returned to open session at 7:40 p.m., Meeting adjourned at 7:42 p.m..

Minutes taken by Gert Beckwith

**NEXT MEETING WILL BE TUESDAY, APRIL 17, 2018 AT 6:30 P.M.**