

## VILLAGE IMPROVEMENT ASSOCIATION

November 21, 2017

The Meeting of the Village Improvement Association was called to order by President Ted Brown at 6:35 p.m. on November 21, 2017 in the Connie Sacco Room of the Main Library.

Present were Gert Beckwith, Ted Brown, Patricia Donnelly, Joe Fortino, John Galvin, Charles Gunning, William Heffernan, Curtis Hodgkins, William Lang, Alan Olenick, Susan Walker, Director Colleen Bailie and Assistant Director Catherine Bushman.

Absent were: Michelle Bernardi, Joe Fortino, Pamela Gardner, John Lewis, and Mary Malenda. Also present were staff members Aisha Banks, Travis Feder and Maria Zervos.

**Minutes** of October 17, 2017 meeting were approved as printed by motion of B. Lang, seconded by B. Heffernan, and carried.

**Director's Report:** C. Bailie: Jackie Bush gave her notice; her last day was Nov. 17<sup>th</sup>. Job was posted; interviews were today and again next week. Retirement Party for Bob Amato will be at library Dec. 28<sup>th</sup> from 1 – 3 p.m. His position was posted, received 400 applications, they whittled it down to 50, now at 11. Interviews will be Nov. 29<sup>th</sup> 3:30-6:30. New part time position filled. Tanarah Smith is back from maternity leave. Ten applied for passports at our recent session. It is free and conducted by the U.S. Postal Service personnel. OM: party to see the renovations will be Dec. 14<sup>th</sup> 4-7. An e mail blast and post cards to those in area will be sent out. LP: status quo as far as upstairs rooms are concerned. We do have permission to hold one program there. She has 3 quotes for parking lot at Main which range from \$17,000 to \$42,000; grant to do it was \$20,000. OM elevator should be approved by end of November according to Bill Sapienza. She put Annual Review in our report and it was suggested she send it – or parts of it – to WH Voice and NH Register to be published for the whole community to see.

**Assistant Director's Report** C. Bushman is working on marketing, new book marks etc. She is supporting staff when needed and working on interviews as per the Personnel Manual.

### **Staff Reports:**

Aisha Banks: is working with mentor program 6<sup>th</sup> grade ESUM students with 3<sup>rd</sup> graders from Forest. They will use the upstairs at LP Dec. 20<sup>th</sup> with City permission. 9<sup>th</sup> grade History class wants to come to LP. She will go to their next faculty meeting to talk about the “teacher card” The students will be bused to LP after school – no walking on US 1. The school has a grant writer. She will work more on this program when we have a new teen librarian.

Travis Feder: it has been a busy month, working on post cards for OM opening, and 3D ornaments for tree for Trees of West Haven (for Ward-Heitmann House Museum) Jessie worked with him. Wifi Hot Spots are deactivated if they are not returned. Instagram accounts are going well. Wifi use at Main has gone up dramatically

Maria Zervos: working around the renovations and moving things back downstairs. Great turnout for the Halloween party. Some children's books were removed from the

collection which makes it easier for the children to use the collection. There are a few things left to be done for the renovations.

**Signage for Main, LP and OM:** Discussion on new signs for all libraries. Branches will have flat signs with solar lighting for illumination. Main will have digital. To New Business for motion

**Treasurer's report:** C. Gunning: We are not in too bad shape. He requested info on amount in Special Account. Motion to accept Treasurer's report made by C. Hodgkins, seconded by A. Olenick and carried.

**Committees:** A. Olenick reported on Operating Committee which met Nov. 16<sup>th</sup>. C. Hodgkins, B. Lang, John Galvin, and C. Gunning attended to discuss what expenses are pending now and in the future; where we are financially. There was a surplus of approximately \$50,000 from last year and how to spend it. Moved to Executive Session.

**Friends of Library:** P. Donnelly: Elm City Girls Choir will come to sing Feb. 7<sup>th</sup> at First Congregational Church; she is waiting for permission from the church and to get a snow date. Hopefully the flyer will be ready to be given out at the OM opening. A raffle was held for the new Dan Brown book – one in each library -. Lack of publicity and shortage of time resulted in a loss. She and Gert attended the Friends of Conn. Libraries conference Saturday Nov. 18<sup>th</sup> in New Britain. Gert reviewed some of the figures from the new State budget which were discussed there.

#### **Old Business:**

Allingtown branch: permission was secured to use the upstairs for a program which is too big for the meeting room. Director will get a meeting with new Mayor after she takes the office.

Ora Mason Branch: Bill Sapienza expects the Certificate of Occupancy by the end of November.

B. Lang questioned the heating/AC at OM. Is there any seasonal maintenance to be done. Director said we have a contract with George Ellis Co.

C. Gunning asked Director about library needs for coming year as the market is up now. She wants to change things around in Graham Room, move things around which will mean electrical costs.

LP: we are losing 24 spaces after Dec. 2018. Is there a plan to move the entrance to the other side when patrons will be parking there? Director will speak to new Mayor about this.

C. Gunning: there is \$9,700 in Hanna account which is meant to purchase children/sports books. We should do it now. Motion by P. Donnelly, seconded by B. Heffernan and carried to authorize Director to spend from the Hanna Account \$3,000 (\$1,000 for each library) for children/young adult books.

#### **New Business**

Signage: Discussion on post and panel signs for OM and LP with solar lighting (approximately \$2,100 each) and digital sign for Main (between \$9,600 and \$15,000) More clarification is needed on signs for LP. Director will get more examples and we will vote next month.

Board went into Executive Session at 7:55 p.m. by motion of A. Olenick, seconded by P. Donnelly and carried and returned to open session at 8:17 p.. by motion of P. Donnelly , seconded by B. Heffernan , and carried.

Motion by A. Olenick, seconded by B. Heffernan and carried to use Option B on Salary and Bonuses sheet. Director will check with accountant as to tax implications. She will request a meeting with the Union and emphasize this is a one time only event to thank the staff for their hard work, it is not precedent setting. We will meet with the Union to discuss this. VIA President Ted Brown will go with Director to Union meeting.

Meeting adjourned at 8:30.

Minutes taken by Gert Beckwith

**NEXT MEETING WILL BE TUESDAY, DECEMBER 19, 2017 AT 6:30 P.M.**