VILLAGE IMPROVEMENT ASSOCIATION

October 16, 2018

The Meeting of the Village Improvement Association was called to order at 6:37 p.m. on

October 16, 2018 in the Connie Sacco Room of the Main Library by President Teddy Brown.

Present were Gert Beckwith, Michelle Bernardi, Ted Brown, Patricia Donnelly, John Galvin, William Lang, Mary Malenda, Susan Walker, Director Colleen Bailie and Assistant Director Catherine Bushman. Absent were Joe Fortino, Pamela Gardner, Charles Gunning, William Heffernan, Curtis Hodgkins, John Lewis, and Alan Olenick. Also present were staff members Aisha Banks, Christine Maisano, Kym Powe., Tanarah Smith, Amanda Welsh and Maria Zervos.

Minutes of September 18, 2018 meeting were approved as corrected, by motion of

W. Lang, seconded by M. Malenda, and carried. (Correction in name: Taylor LaBarbera not LaBarbara)

Auditor: Michael Solakian reported on the June 30, 2018 audit. There are no significant deficiencies and no adjusting entries. Net income was almost $350,000. New standards will be in place for next year and were used this year. Donations will be considered restricted, permanent or temporary or unrestricted. Liquidity: how much money is on hand. June, 2018 $150,000 which is one month’s expenses. Cash flow: how much cash is provided for operation which is under $200,000. Mr. Solakian left the meeting at 6:55 p.m. Motion made to accept the audit made by W. Lang, seconded by J. Galvin and carried.

Director’s Report: C. Bailie: Staff: party for Joyce Gagnon will be 12/6 5-7. Staff meeting on 9/15 some changes discussed. She is looking into a program which supplies attorneys pro bono. If we are accepted into this program we can ask for legal help if necessary. Holiday dinner will be 12/21. Fund raiser: We can use Savin Rock Conference Center for $400, trying for January with a snow date. 11/2 Association of Conn. Library Board will have annual conference; she will attend and looking for any Board members who want to attend also. HVAC heating system upgrade she has a quote of $10,800 for the upgrade which will enable library to log in from a distance. Grout is missing outside Main. Tyrell is getting quotes. We do not have a Knox box outside Main and this will be installed so Fire Department can access building in case of a fire or other emergency. Survey will be given out in public forums at LP 10/29, OM 11/5 and Main 11/8. In October surveys were available at all circulation desks. 35 surveys are in so far. She and Kym will attend NELA (New England Library Association) conference next week.

Assistant Director’s Report C. Bushman is working on survey responses, she attended meeting where presenters discussed how to handle mentally ill patrons, the current issues surrounding communities and the opioid epidemic, how to handle

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overdoses in the library, and ways of getting interpreters and assistance for the hearing impaired and patrons with other disabilities.

Staff Reports:

Aisha Banks: Things are going well. There are steady visits of kids and parents. Mediation program is up and yoga attendance is dropping off. Two volunteers will help with Hallo-ween party. There are less programs scheduled for November and December. Dropping programs with low attendance and adding others. Tech help is a hit; circulation is down.

Christine Maisano: Things are going well. The money from City is consistently late but they are managing. Money for fines, etc. is lower than last year. It was joy to work with our auditor.

Kym Powe: decline in teen circulation this month due to changes in hours, teens can no longer get to library on Fridays. Playaway Launchpads: question last meeting on how long the charge lasts: charge battery 3 hours for 8 hours of play time. Updates: there are none; it is like a book and new ones are issued periodically. Extended warranty $10 per unit for two years.  If we purchase 30 pads it is recommended pre-K-K 10, K-grade2 8, grades 3-5 5, 2 in Spanish, adult 2, teens 3 ( has SAT component). Cost $3,939.70 less 15% discount $3,349.23. (She and Colleen will speak to company next week at conference) They will only be used in house at first. They will ask other libraries how they handle this. They cannot be returned in drop box. Borrower must sign form to take Launchpad out; form is kept on file.

Tanarah Smith: Can we use the Playaway policy for hot spots also? They are weeding DVDs and want more space for oldies but goodies. We are having less patrons come in because of reduced hours. We miss 175 patrons each day we close after 4 hours.

Amanda Welsh: Programs are going well. Halloween spooktacular the end of month. All are invited.

Maria Zervos: Circulation was up in September; Friday circulation is dropping because of shorter hours. People are disappointed about the shorter hours; she has talked with the patrons about the budget causing the shorter hours. 4 visits from Seth Haley School and they will come again. She attended their literacy night. Adult programs had raffle for summer and gave Dunkin Donuts gift card. Weeding circulation. Heat pump estimate from George Ellis has not come in yet.

Treasurer’s report: M. Bernardi: all is good Motion to accept Treasurer’s report made by M. Malenda, seconded by W. Lang, and carried.

Committees:

Nominating W. Lang: John Lewis is not interested in continuing on Board so we will have one opening. Please give any names of interested people to Bill.

By Laws Review: committee should meet

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Friends of Library: P. Donnelly Friends will subsidize Halloween parties and Holiday Party. There will probably be another fund raiser, undecided as yet. Plus a small book sale in early Spring?

Old Business:

Launchpads: After discussion, motion made by M. Malenda, seconded by W. Lang, and carried that we authorize the purchase of 30 Launchpads from Playaway at the best price with service contract, the money to be taken from Special Funds Account.

Fundraising: Comedy night will be rescheduled for Savin Rock Conference Center at a cost of $400. We will look for a sponsor and get raffle for prizes.

Strategic Planning: Director: survey will compile data of what is best for the City, staffing for the libraries, technology. More info will come next meeting.

New Business.

Pro bono partnership group woks with non-profits on non-emergency matter. Motion by W. Lang, seconded by M. Bernardi, that we apply for the partnership with pro bono group.

HVAC system at Main: second quote not yet received for the computer that controls the heat/air conditioning system so staff can control heat/air from a distance. This is supposed to save 20% of energy costs.

Meeting adjourned at 8:50 p.m.

Minutes taken by Gert Beckwith

NEXT MEETING WILL BE TUESDAY, NOVEMBER 20 AT 6:30 P.M.