

## VILLAGE IMPROVEMENT ASSOCIATION

The Meeting of the Village Improvement Association was called to order by President Alan Olenick at 6:48 p.m. on December 19, 2013 in the Connie Sacco Room of the Main Library.

Present were Gert Beckwith, Ted Brown, Nancy Ciarleglio, Patricia Donnelly, John Galvin, Charles Gunning, Curtis Hodgkins, William Lang, Alan Olenick, Harry Peschell, Gretchen Schaal and Director Kathy Giotsas. Absent were Michelle Bernardi, Joseph Fortino, Pamela Gardner, Mary Malenda and Harry Peschell. Also present were staff members Claudia Volano, Colleen Baillie, Kathy Maher, Bernadette Neidermeier and Elizabeth Ryan.

Alan attended the Holiday Party with his grandson and reported a good time was had by all.

**Minutes** of November 19, 2013 meeting were approved as corrected by motion of C. Gunning, seconded by C Hodgkins, and carried. (Mary Malenda was absent).

**Treasurer's report:** C. Gunning: we are a little bit over budget because of some bills are paid for a year or six months.

**Director/Staff Reports:** K. Giotsas discussed her report and distributed list of board members and contact information.

### Staff reports:

C. Volano: Book club; Feb. 21 movie night The Butler for Black History Month.

K. Maher: discussed Record Retention Policy. There will be a net savings of \$2,200 per year having employees' medical deductions pretax. She recommended using Reliance Merchant Services for credit card processing. (new business) To change signers on Bank of America account, a signed letter authorized by Board must be taken to bank. (new business)

E. Ryan: new reference books have been ordered including 2014 World Book. Adult programming is being increased; genealogy program will be on a week night.

C. Bailee: Claudia helped her update computers using CASSIE. She is working up a monthly maintenance schedule.

B. Neidermeier: good connections are being established with public schools; children from West Haven Child Development are coming to library monthly.

Holiday party: 86 attended the party; Mayor O'Brien read a story to the children; the staff worked hard.

At 7:45 the staff left the meeting.

### Committee Reports:

**Building and Maintenance:** W. Lang: Cordone & Tonucci have been contacted and will meet in January, 2014. N. Ciarleglio will join this subcommittee. C Hodgkins has inspected heating/cooling system at Ora Mason. Next meeting is Jan. 7<sup>th</sup> 9:00 am at Ora Mason. Lighting at Ora Mason is being looked at.

Book drop at Piantino will be installed by the end of January; total cost will be \$5,300. Staff is still looking at furniture choices for Sacco Room.

**Finance:** C. Gunning: we are doing well; investments up \$20,000. All money at Morgan Stanley is now in investments. .

**Technology:** A. Olenick: Colleen is looking for table for computer pod identical to what we already have there

**Friends of Library:** G. Beckwith: “Love and chocolate” program with author will be Saturday Feb. 8<sup>th</sup>. With larger shelves more books are available for sale which should result in more income.

**Old Business:**

**Library Survey:** 896 were mailed and 117 are back to date. Majority of responses are positive. A library “face lift” is needed is mentioned in one-quarter of the replies with more programming requested. Tabulation of replies will be available for January meeting.

**New Business:**

Motion by T. Brown, seconded by J. Gavin, and carried to allow current president, current treasurer and current assistant treasurer as signers on account at Bank of America and other names are to be removed.

Motion by B. Lang, seconded by C. Gunning and carried to accept the proposal for faxing prices.

Motion by C. Gunning, seconded by B. Lang, to accept Reliance Merchants Service for our credit card company and empower the Director to proceed.

Motion by B. Lang, seconded by J. Gavin, and carried to approve retention policy.

Meeting adjourned at 8:15 p.m.

Minutes taken by Gert Beckwith