

VILLAGE IMPROVEMENT ASSOCIATION

The Meeting of the Village Improvement Association was called to order by President Alan Olenick at 6:30 p.m. on November 19, 2013 in the Connie Sacco Room of the Main Library.

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

Minutes of October 15, 2013 meeting were approved as printed by motion of C. Gunning, seconded by G. Schaal and carried.

Treasurer's report: C. Gunning: we are in good shape; there is a deficit because of things being paid in advance which will balance out as the year goes along.

Auditor Michael Solakian reviewed the audit with the Board including three observations covered in the Management Letter: 1. Association does not have a formal Audit Committee and this is recommended; 2. Background check on vendors and third party contractors should be done; and 3. A record retention policy should be adopted. Motion to accept report made by H. Peschell, seconded by N. Ciarleglio and carried. At this time Mr. Solakian left the meeting.

Director/Staff Reports: K. Giotsas: The Union accepted the pretax deductions from salary checks and the system is now in place.

Managers are now in charge of their own budgets.

Staff Development Day went well; speakers were here from Veterans Administration Medical Center and Conn. Library Consortium.

VIA Handbook was distributed to all VIA members; more pages are to come.

Technology: Statistics for Zinio and Mango are pretty good.

Shelves have been cleared in Reference Room to make room for six new computers to be purchased.

Desk and computer installed by Energy Commission with monitor to show energy created from the solar panels on City Hall.

Fax services will begin in January 2014 at Main; outgoing faxes only.

Outreach: we expect more interaction with the VAMC.

Ora Mason area survey: over 900 will be sent out (see New Business).

Fence damage at Main was paid for by person who damaged the fence.

Ora Mason card catalog was purchased for \$1,400 - enough to buy new flooring?

Sacco Room rental has been set for \$100 per day and non-profits will pay \$50 (currently \$25).

Staff reports:

E. Ryan: Reference Room has cleaned out shelves and material has been moved; new reference books have been ordered. She is working on Saturday programs.

R. Woollett: programs at library are strong; color printers are being used. Discussion on empty room in basement of that building.

C. Bushman: A new book club for adults who will read Young Adult books. Is being formed "Young at heart for adults" The skills taught at Staff Development Day from VA representatives are being put to use. Cash register is in place and staff is learning how to use it. Circulation is up.

C. Bailee: updated computers at LP after hours; the computers are slower there than at the other libraries. She is setting up the new fax machine.

B. Neidermeier: held two camp fire nights (with s'mores) and had an author visit via Skype.

K. Maher: there are now more paper time sheets and this process is running smoothly. She is cleaning out files.

Cl. Volano: thank you for putting her on the insurance plan. She is working with Friends to have an author on the Saturday before Valentines Day with a "love and chocolate" theme.

Committee Reports:

Nominating Committee: no report

Building and Maintenance: W. Lang: Committee met today re: Savin Report on Ora Mason and the Cordone & Tanucci 2012 report. There is a need to start assessing the issue; he will recontact Cordone to get the ball rolling. C Hodgkin has expertise and will look at heating/cooling system. Motion by B. Lang, seconded by H. Peschell and carried to re-establish formal contact with Cordone & Tanucci to start the work.

Finance: C. Gunning: After the meeting with Brian Elliott (Morgan Stanley) there are a few dollars in cash will be moved to stock and mutual funds.

Technology: A. Olenick: see above regarding new computers for Reference Room.

Friends of Library: G. Beckwith: volunteers have been storing books given for summer book sale. Programs are being planned to make them more available for the community.

Old Business:

Professional Development Day on Oct. 31 went well. Next on the agenda will be disaster planning for staff; K. Giotsas will talk with police/fire departments to get a plan in place.

Library Survey: Director passed out proposed survey and it was reviewed and suggestions made to minor changes.

New Business:

Updated Board contact list will be sent out.

Handbook distributed by Director looks very good!!!

Meeting adjourned at 8:40 p.m.

Minutes taken by Gert Beckwith