

VILLAGE IMPROVEMENT ASSOCIATION

The Meeting of the Village Improvement Association was called to order by Alan Olenick at 6:40 p.m. on January 20, 2015 in the Connie Sacco Room of the Main Library.

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

Minutes of December 16, 2014 meeting were approved as printed by motion of M. Bernardi, seconded by W. Lang, and carried.

Treasurer's report: M. Bernardi Slight overage is due to items being paid in advance as is usual this time of the year.

Director/Staff Reports: K. Giotsas: More graphs are included in managers' reports. There are two vacant positions: youth librarian and Piantino branch manager after retirement of Ray Woollett. With such a short staff, a branch may have to close for a day or earlier than usual if at least two staff members are not present in library at any time. She will let Board know well in advance if this is going to happen. School governance council had met and is talking about a City read/summer read program (all read the same book – One Book, One City). This will be discussed more at next meeting. Bookmobile forms will go out next week to patrons requesting the service. Some books have not been returned to bookmobile since it went out of service in August; if items are not returned the patrons will be charged for the items.

Staff reports: (other than that in printed reports).

K. Maher: \$7,010 check has been received from the City. Another \$13,000 will be requested when Ora Mason work is complete. She explained The Whistleblower Policy and Conflict of Interest Policy and the two new Board committees (Finance & Investment and Audit) as recommended by our accountant. There is a page on website on how to donate to the WH Library. Insurance: she is meeting with another agent to get an additional quote. She is also putting together all contracts on equipment/services, etc. for everything in the buildings; she would like someone from Board to go through with her what information we have to determine if this is what we need. Building Committee will meet Feb. 9th at 4 p.m.

C. Bailee: Allison (Bookmobile employee) is organizing the books which were on bookmobile so the material can be circulated. Colleen is working on software so she can make updates to L.P. and O.M. computers remotely from her office at Main. When fire alarm system is completed at O. M. she will go and start up computers.

B. Niedermeier: distributed survey from 5th grade teachers at Carrigan; there was good feedback. 6th grade began coming last week; they meet in Sacco Room and she has two classes per day. Early Children Readiness Council has met and submitted a grant. Rachel (new employee) is working well.

E. Ryan: Access Health is using Sacco Room until Feb. 12th. Getting ready for new computers and ordering new books for careers section. She is working on summer/fall programs; still looking for couponing person for programs.

Friends of Library: P. Donnelly: Friends is now officially a 501c 3 non profit and working on reinvigorating the group.

Thank you letter from Ray Woollett for his retirement party and the clock given from VIA and staff. Ray will be missed.

Old Business:

Bookmobile: K. Giotsas: List of patrons is down to 120 people including the day cares and institutions. New van is expected end of April or beginning of May. Persons desiring service will complete form – doctor’s note required for those under 80.

Ora Mason update: A. Olenick: HVAC system in, grid for drop ceiling in basement is in. No carpet as of 1/16th. Walls painted. 70% of smoke alarms installed, some not yet wired. Fire alarm should be finished by end of this week. Staff will be allowed in when fire alarm is finished. We are on track for Feb. 1st opening. Tile floors should be professionally cleaned; not to be done by our staff.

Professional Position vacancies: interviews will be held for position of Youth Librarian beginning Jan. 23rd; 3 candidates will be chosen for a second round of interviews. Branch librarian interviews will be held after that.

New Business:

Policies:

Conflict of Interest Policy: motion to approve proposed policy made by M. Bernardi, seconded by P. Donnelly and carried.

Whistleblower Policy: motion to approve proposed policy made by B. Lang, seconded by P. Donnelly and carried.

Collection Development Policy: motion to approve proposed policy made by M. Malenda, seconded by B. Lang, and carried.

Vote to reclassify **restricted funds** (Timothy Hanna Fund, H. Wooding Memorial Fund and Graham Fund) after discussion Motion to reclassify H. Wooding Memorial Fund and Graham Fund from restricted to unrestricted made by M. Bernardi, seconded by J. Galvin, and carried. Hanna family will be contacted for more information.

New Board Committees formed (by request of auditors) A. Olenick

Audit Committee: J. Galvin will chair this committee which will consist of three members.

Finance and Investment Committee: This will be a five person committee.

Union Negotiations: We have been notified by the Union that the process has officially begun and we are in the information gathering stage.

Motion to adjourn was made at 8:45 p.m. by motion of M. Malenda, seconded by T. Brown. Minutes taken by Gert Beckwith

NEXT MEETING WILL BE FEBRUARY 17, 2015 AT 6:30 P.M.