

VILLAGE IMPROVEMENT ASSOCIATION

The Meeting of the Village Improvement Association was called to order by President Alan Olenick at 6:40 p.m. on November 18, 2014 in the Connie Sacco Room of the Main Library.

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

Minutes of October 21, 2014 meeting were approved as printed by motion of G. Schaal, seconded by W. Lang, and carried.

Auditor's report: Mike Solakian, of Solakian & Company, was present to answer any questions about the Financial Statements for years ended June 30, 2014 and 2013 and taxes returns for the year 2013. There were three recommendations in the management letter:

1. Term limits of Board members should be addressed;
2. Some checks in amount over \$10,000 did not have a second signature on them (procedure to handle this is now in place), and
3. A Central Contract File should be in place (K. Maher is working on this).

Mr. Solakian believes there are no significant deficiencies or material weaknesses but advised the Board "don't let your guard down". Mr. Solakian left after the meeting after his report.

Treasurer's report: C. Gunning: We are now \$16,000 over budget, mostly because of items which had to be paid in advance. We are in good shape.

Director/Staff Reports: K. Giotsas: Work is progressing at Ora Mason (more details later on this). B. Niedermeier is working on getting a grant on literacy and education to teach parents how to read to their children. She is trying for a grant to purchase a 3D printer, this would be used to work with WHHS students (use would be free for students with a charge for adults). If not successful in getting a grant, she would like to purchase a 3D printer from the endowment. Personnel: we are short on staff and the staff has been working very hard. Bookmobile driver: a person has been chosen and we are waiting for drug testing and background check.

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

K. Maher: was thanked by President for her work on audit and trying to get all the contracts. Ora Mason air conditioner will be under warranty and we will not need a contract. Account has been setup for drug testing for new employees. Community Foundation requires one month's notice to get money; perhaps we should look at this. Cash register reconciliation problem with Piantino; perhaps each person working with the money could be given a separate access number; this could be tried when Ora Mason opens and at Main also.

E. Ryan: Workshop will be given to held enrollment for AccessHealthCT. Long waits for computers and people are not happy about it. Not much resistance to price increases. Applying for grant from International Association of New Haven and trying to contact Turkish community. Six programs have been planned for 2015 to date.

C. Bailee: a patron noticed how busy our computers and offered to donate two computers to the library. President asked for a plan to purchase new computers at next meeting so it can be acted upon. Google calendar will be used to book the Sacco Room; no longer by a paper calendar.

B. Niedermeier: there were two well attended programs in October. Four more classes and she will have seen the entire Carrigan 5th graders.

Board went into Executive Session for Personnel matters at 8:04 and returned to regular session at 8:45.

Friends of Library: P. Donnelly: the group will try meeting at 2 p.m. on the first Tuesday of each month to see if attendance will go up.

Old Business:

Bookmobile: Director has bids of \$36,470 for a Ford, \$35,000 for a Chevrolet and, using the State supplier (Crowley Ford) a bid of \$31,999 for a fully equipped Ford. She will proceed to purchase the low bidder car.

Ora Mason Branch: President showed pictures of work being done; 7 dampers have been/are being installed (\$33,000), vestibule in basement fireproof doors (\$13,000), boiler being fine tuned, heat is on in the building, lighting on perimeter outside is complete. Add-on changing area from being designated as storage to public assembly with tables and chairs to fit 112 people (\$25,000). Fire alarm system is the original and does not meet today's standards. Quote for new plan is \$25,000. It makes sense to do this work while the ceiling is open.

New Business:

Ora Mason Branch: Motion by P. Gardner, seconded by G. Schaal, to approve the expenditure of \$25,000 for new fire alarm system. Motion carried with one opposed.

Youth Adult Services Librarian: Motion by M. Bernardi, seconded by C. Gunning to upgrade the open position of Youth Library Aide to Young Adult Services Librarian, according to job description. Motion carried.

Board Appointments: W. Lang has spoken to Mayor O'Brien regarding having a representative from his office on the Board (this representative would change when a new mayor is in office). A name has been presented but resume not yet received. Discussion on how to get more members on the Board. A request could be made through West Haven Voice which reaches most of the community. Perhaps a representative from University of New Haven or Veterans Administration Medical Center. Positions could be only for certain time period or event, not regular membership, but a liaison member. Also a student from our high school (who likes to read) would be helpful. Give suggested names to Director.

A Motion to adjourn was made at 9:20 p.m. by W. Lang.

Minutes taken by Gert Beckwith

NEXT MEETING WILL BE DECEMBER 16, 2014 AT 6:30 P.M.