

VILLAGE IMPROVEMENT ASSOCIATION

September 27, 2016

The Meeting of the Village Improvement Association was called to order by President Alan Olenick at 6:30 p.m. on September 27, 2016 in the Connie Sacco Room of the Main Library.

Present were Gert Beckwith, Patricia Donnelly, Joseph Fortino, John Galvin, William Heffernan, Curtis Hodgkins, John Lewis, Mary Malenda, Alan Olenick, Susan Walker and Director Colleen Bailie. Absent were: Michelle Bernardi, Ted Brown, Pamela Gardner, Charles Gunning, William Lang. Also present were staff members Aisha Banks, Jackie Bush, Travis Feder, Samantha Lee, Josie Minchella and Bernadette Neidermier.

Minutes of July 19, 2016 meeting were approved as printed

Michael Solakian, of Solakian & Company, LLC ,gave a report of the audit of The Village Improvement Association of West Haven, Inc. audit for the year ended June 30, 2016.

Mr. Solakian left the meeting after the conclusion of his report and answering questions. Motion by J. Galvin, seconded by W. Heffernan, to accept the auditor's report for the year ending June 30, 2016. Motion carried.

Director's Report: C. Bailie: Staff meeting on August 2nd had a speaker on immigration; also staff learned the procedure to use a hazmat kit. Claudia Vollano is leaving in October. The position closed last Friday; sixteen have applied. Interviewing starts next week for the full time position. Sara Bartelmo left last week; a former employee applied and began last week to fill Sara's position. Health insurance is going up 18%. The State plan is better and cheaper and the library will transition to that on November 1st. The retired employees will stay with the City plan. Payroll: looking for option on program where staff will schedule their time off on line; this will be easier for our accounting staff. This begins January 2017. Rotary has given us a check for \$800 to sponsor the Silk 'N Sounds concert Dec. 18th at First Congregational Church; baskets will be raffled off at intermission during the concert. Issue of State delivering books between libraries is still a problem. DVD system was fine in theory. It was installed and then uninstalled. The information given to us about what the system would do was incorrect; what we had was better. We are looking at other options. We will be fully reimbursed. The library board has been asked to join the Connecticut library boards who will be meeting in November.

LP Signage: she spoke with rep from UNH today looking for publicity in New Haven Register. Traffic will be surveyed before and after the signs go up. She is working with UNH faculty to let their students know we are there. New Alliance grant: they would like to hire teachers from school system next year for more focus on reading comprehension.

Staff Reports:

A. Banks: lots of building maintenance issues have been resolved. Patron traffic is up again. Signage: she met with interior designer and saw a test print. Hopefully all will be

ready by L. Piantino Day Nov. 13th. She is working on new programs: Coloring and coffee. Tech help is constantly full (6 hours per week). Tech help in Spanish is available. A group from VA Medical Center wants to bring veterans in to use the computers. Director will provide laptops so they can use meeting room. New computer and scanner was installed for short time computer use.

J. Bush: Tech services has been busy with all the bugs in the DVD system; looking for other options. Microsoft office has now been installed. Adult game night will be held monthly. She and Travis have taken over Friday night movie. She participated on Westies on Wheels with Allison. Cataloging is picking up.

Travis Feder: things are going well; 200 more questions answered in August over July. New programs: lunchtime TED talk. Oct. 22 speaker Matthew Bartlett on beliefs Civil War soldiers had about the occult. He is meeting with rep of WH Military Museum trying to get a discussion panel on West Haven and have local veterans speak about their experiences and share memories. He is working on Movie night.

S. Lee: Karate class is now held weekly; kids are having fun and they get belts for new skills learned. Choco-Olympics was held in August. She attended West Fest with Allison and Sam. September is College savings month; Brian Elliott spoke on saving for college, a speaker from U of New Haven came this week and a FASFA workshop will be next

J. Minchella was thanked for all her work on the audit; next year will be easier. She requested a motion from Board that a second signer would not be necessary only on monthly checks for health insurance which are always over \$10,000. Please tell her when a new vendor is approved by the Board. If programs require a check for the presenter; she must get an invoice in advance. Looking for different system for paychecks.

B. Neidermier: it was a busy summer. New Alliance grant Read for Grade was successful. Some things will be tweaked for next year. Summer reading finish was a "blast" A full of energy performance involving hula hoops for all. Summer Olympics event held across the street at Ward-Heitmann House. Therapy reading dogs – even reading to bunnies. Celebrated the 100th birthday of Roald Dahl with movie BFG. Banned book week had banned book bingo. Children are reading books to younger children. For first day of school she and Allison went to Savin Rock School where children signed up for library cards.

Treasurer's report: Director said things are status quo.

Committees: Building committee will meet at 2 p.m. Thursday Oct. 6th to discuss HVAC concern at Main.

Friends of Library: P. Donnelly: book sale was successful; three teachers came in on Monday to get books for their classes. Three new people came to Friends meeting; we now have 62 members. Dec. 18th concert tickets will be \$12 and \$8 for students/seniors. Board and Friends members are being asked to each sell five tickets. Working on making baskets for raffle. Friend have paid for the following: \$280 summer read finale (hula hoop person), \$250 Oct and Nov. adult program (Travis), \$250 for 3 Halloween parties (each branch). Colleen is working on patrons begin able to borrow the museum passes on line (Friends will pay for this); Pat is trying to work with Long Wharf for free passes for

patrons. Friends of Conn Libraries meeting on Nov. 19th at Central Connecticut State University will discuss advocating for libraries how budget cuts affect your library”.

Old Business:

Long time staff (20years and longer) will be honored in some way at Holiday Party Dec. 9th at a local restaurant.

New Business

Fiber upgrade. State of Connecticut requires a lien on the building for ten years in case we close the building; if we do then we must reimburse the State for the cost. We will start with Main and see how it goes, then LP and OM after construction is done.

Ora Mason book drop does not work; new one will cost approximately \$4,500. Motion to purchase book drop for Ora Mason made by W. Heffernan, seconded by C. Hodgkins, and carried.

HVAC at Main: Heating unit on roof has holes which caused a carbon monoxide problem. The heat has been turned off. It will cost approx \$17,000 to fix it. It is under contract and we have a maintenance agreement. Committee will meet Oct. 6th.

Connecticut Education Network will do a wi-fi upgrade; our access is not sufficient and it is time for a better system. Director is waiting for a quote; probably under \$10,000

Lighting upgrade to switch to LED bulbs. It will cost approximately \$14,000 to change everything now. This can be paid on a monthly basis or all at one. Turned over to Building Committee.

Motion made by W. Heffernan, seconded by J. Lewis, and carried to permit the check for the health insurance payment only to go out with only one signature (this check is over \$10,000 and would ordinarily require two signatures).

Motion made by J. Galvin, seconded by S. Walker, to become institutional member of Association of Conn. Library Boards. Motion carried.

Executive Session: The Board went into Execution Session at 8:25 by motion of P. Donnelly, seconded by J. Lewis and carried. The Board returned to regular session at 8:30 by motion of J. Lewis, seconded by W. Heffernan.

Meeting adjourned at 8:31 by motion of J. Lewis, seconded by W. Heffernan. .
Minutes taken by Gert Beckwith

NEXT MEETING WILL BE OCTOBER 19, 2016 AT 6:30 P.M.