

## **Minutes Avon Free Public Library – June 17, 2014**

Board of Directors

Regular Meeting called to order by Mary Suter at 7:30 p.m.

**In attendance:** Mary Suter – President, Carin Salonia – Vice President, Jennifer Shufro – Secretary, Tom Iezzi – Treasurer, Glenn Grube – Library Director, Anne Fitzgerald, Eric Gauvin, Peter Anderson, Paula Schwartz, Jerry O'Brien, Linda Jordano – Friends of Avon Public Library, and Jessica Palmer – Technology & Technical Services Librarian.

Absent: Betsy Bougere and Thirza Hyatt.

### **Approval of Minutes**

The Minutes of the Regular Meeting held on May 20, 2014, were unanimously approved.

### **I. Reports**

❖ **Treasurer's Report:** Tom Iezzi presented the Library's fiscal report focusing on the income and expenses of the Library through May, 2014, including Connecticut income and expenses and new gift income. The last Mitnick disbursement, in the amount of \$14,034, was received this past month which income was slightly larger than expected. At month end, the Library had \$239,183 in net assets. The year end report will be prepared in July, 2014. Tom also presented a report on the Capital Campaign including the Avon Library Expansion Fund profit and loss statement through May, 2014. While there is a net deficit in the amount of \$17,684.30 (as expenses exceeded income), there remains equity in the amount of \$226,170.99 for the Library expansion fund. Tom further explained that Nancy Muench had been the treasurer of the expansion fund but she passed the remaining duties on to Glenn and Tom this past month. Tom prepared the most recent balance sheets for the fund.

❖ **Librarian's Report:** Glenn Grube presented the highlights for May 2014 to the Board, noting the following highlights: (i) The migration to the Sierra and Encore systems went smoothly and, as of 2 p.m. on June 2, 2014, both systems were up and running; (ii) There is a new self-checkout program at the Library with updated software that has better interface and new features for the patrons; (iii) The summer intern, Lauren Lebo, returned for a second summer at the Library; (iv) The Library had to call 911 at the end of last month due to bad wiring in a lighting fixture that caused a small fire in the Children's Department. There were no other areas of problem located in the Library; (v) Final preparation is underway for the Children's and Teen summer reading programs and currently, there are over 96 programs scheduled for the summer. The Library has received numerous donated prizes from local vendors for these programs; (vii) Both Patricia and Marisa attended the Book Expo America in New York City this past month and they received many free and good books for the Library; and (viii) Nancy Muench has retired and she dropped off all of her paper files from the Library's Capital Campaign at the Library. The Board will send Nancy a thank you note for her service.

❖ Friends of the Avon Library: Linda Jordano presented the report on behalf of the Friends of the Avon Library, including the following: (i) The end of year final newsletter was sent out to all Friends; (ii) The Booktique continues to be a huge success with over \$1,500 raised from book sales to date; (iii) The Friends are planning the Author Luncheon for November of 2014.

## **II. New Business.**

❖ Recommendation to Cancel July Meeting. Mary Suter made a recommendation to the Board that the Board vote to cancel the scheduled July meeting as many Board members would be out of town on holiday. The Board unanimously voted to cancel this meeting and the Board will meet again in September of 2014.

❖ Technology & Technical Services Librarian. Jessica Palmer attended the Board meeting as a guest of the Board. She summarized her library training/background and explained to the Board her function at the Library, with emphasis on her cataloging and computer/technical responsibilities and accomplishments/goals. She discussed the Sierra program as well as the recent receipt by the Library of ipads for patron use. She offered the Board to come have a tour of the technical services department to see what services they offer patrons. She also discussed her redesign of the Library's webpage. The Board welcomed her and thanked her for her hard work on behalf of the Library.

## **III. Old Business.**

❖ Operations and Administration Subcommittee: By-Law Revisions. Mary Suter presented the final version of the revised Library By-Laws to the Board. The Board reviewed the final revisions and the Board unanimously voted to accept and adopt these revised By-Laws.

❖ Strategic Planning Sub-Committee: Strategic Plan. Carin Salonia and Glenn Grube presented the final draft of the Strategic Plan to the Board. The Board thanked this sub-committee for all of its hard work in putting together this plan and then, in a unanimous vote, agreed to accept and adopt this Strategic Plan on behalf of the Library.

## **IV. Library Calendar:**

1. Friday, July 4<sup>th</sup> and Saturday, July 5<sup>th</sup> - Library is closed for Independence Day
2. Monday, July 7<sup>th</sup> – First week of Farmer's Market (4 p.m. – 7 p.m.)
3. Saturday, July 12<sup>th</sup> – Saturday Summer Hours Begin ((10 a.m. – 1 p.m.)
4. Saturday, August 23<sup>rd</sup> – Last week of Summer Hours
5. Monday, August 25<sup>th</sup> – Last week of Farmer's Market
6. Saturday, August 30<sup>th</sup> and Monday, September 1<sup>st</sup> – Library is closed for Labor Day
7. Tuesday, September 16<sup>th</sup> – Library Board Meeting, 7:30 p.m.

## **V. Adjournment:**

The regular monthly meeting of the Board of Directors was thereafter adjourned at approximately 9:00 p.m. by President Mary Suter.