

Avon Public Library BOD Meeting
BOD Room, Avon Public Library
Date: October 20, 2015

Item	Summary					Disposition
Call to order	Meeting called to order by the President Carin Salonia at 7:45					Quorum = 6
	Attendee	Role	Voting	Present	Absent	11 voting present, 1 absent
	Carin Salonia	BOD President	Y	Y		
	Vince LoPresti	CFO/Treasurer	Y	Y		
	Betsy Bougere	Secretary	Y	Y		
	Glenn Grube	Library Director	N	Y		
	Peter Anderson	BOD Member	Y	Y		
	Richard Bunnell	BOD Member	Y	Y		
	Anne Fitzgerald	BOD Member	Y	Y		
	Eric Gauvin	BOD Member	Y	Y		
	Thirza Hyatt	BOD Member	Y	Y		
	Fred Lin	BOD Member	Y	Y		
	Jennifer Shufro	BOD Member	Y	Y		
	Paula Schwartz	BOD Member	Y		N	
	Joan Riskin	Friends of the Library	Y	Y		
Adoption of Agenda	1. Carin Salonia opened a request for motion to adopt the Agenda for the meeting as distributed by Glenn Grube. Peter Anderson made motion to accept and 2 nd by Anne Fitzgerald. [Approved]					11 Yes 1 Absent
Review and Approval of Minutes	1. Review and Approval of September Meeting Minutes. Anne Fitzgerald made a motion to accept the minutes and 2 nd by Richard Bunnell. [Approved]					11 Yes 1 Absent
Review and Approval of Treasurer's Report	1. Vince LoPresti presented the Avon Free Public Library, Inc. Financial Statements, June 30, 2015 and 2014, prepared by Carney, Roy and Gerrol. P.C. BOD discussed that the Statement is a compilation of financial results; a high level review of revenue and expense categories. It is not an audit. Discussion verified confidence in the Board's strong financial controls, practices and financial review of revenue and expenses. A take away is to check the by-laws to see if the BOD can request a full audit if it is ever needed. 2. Vince presented the month of September financials. Overall the first quarter of the fiscal year was positive with lower than anticipated expenses offset by underestimated income. Several needed adjustments were identified in the Library Campaign Fund payment line and for seasonality in Administrative Services and Fees. 3. Vince presented an overview of the June 15, 2015 CD Purchases and estimated cash flows. The BOD reviewed and discussed the ladder strategy for the 5 CDs (1 to 5 year maturity rates), financial institutions, and projected ROI. The BOD agreed that the strategy created by the Financial Committee is an improved approach to managing the \$227K invested, offering flexibility and stronger returns. 4. Fred Lin asked if the Mitnick Foundation payments to the AFPL could be via ETF vs. check to reduce administrative handing of the check. Glenn will check with the Foundation to confirm. 5. Carin Salonia suggested that the vote to approve both the September and October Month end and YTD budget results be held for the November 17 th BOD meeting. Richard Bunnell made a motion to accept this and 2 nd by Fred Lin. (Approved)					11 Yes 1 Absent
	New Business					
Librarians Report	Glenn shared the Librarian's report. Highlights include: 1. The Children's Department secured a \$7,500 <i>Curiosity Creates</i> grant, sponsored by Disney, from the Association for Library Services to Children. AFPL is one of 77 libraries					No Vote

	<p>to be awarded the grant. Art studio programming will be broadened to support the critical components of creativity identified by the Center for Childhood Creativity and supported by Disney.</p> <ol style="list-style-type: none"> The Town of Avon paid for the AFPL to pilot Constant Contact, the industry standard in email marketing software. The software improves the look and organization of listserv, eases interface for the end user, and provides data analytics on items opened and clicked. The Library will train other town departments on the software. Avon's Department of Public Works is repairing a leak in the library's geothermal heat well below the courtyard. Also the flashing on the roof vent stacks is being repaired in anticipation of snow. First quarter statistics indicate a 2.5% increase in circulation at a time when many libraries in the region are reporting 10% declines in circulation. This indicates a strong collection. Outreach visit to the Avon Middle School resulted in over 200 new or renewed cards for students. Installation of Gallery light fixtures is delayed due to wiring needs managed by the town. Feedback has been positive on the Gallery changes thus far. The Library participated in the Maker's Fair at Tunxis Community College. We brought the 3D printers, and displayed information on Tinker's Tuesday and the Art Gallery. Richard Bunnell commented that he was very impressed. Glenn has reviewed the AFPL Security Assessment completed by the town. The report valued the level of vulnerability and threat as low. An emergency plan will be created addressing several specific recommendations. The Board discussed several aspects; phones linked to 911 in the elevators, the quality of security cameras, the expense vs. the benefit of interior security glass. Glenn will make recommendations needed. Richard Bunnell asked if we have feedback from the schools on library support needed. Glenn explained that the library receives summer reading lists, themes about special programs, and supports book clubs. Discussed the possibility of using a grant or gift to create book club kits for adults or students. 	
Friends of the Library Report	<p>Joan provided an update to the BOD on the Friends activities.</p> <ol style="list-style-type: none"> Annual Literary Luncheon hosted Christine Baker Kline, author of Orphan Train, on October 8th 12-3pm at the Avon Golf Club. The event was sold out with 168 attendees. The Friends invested a net of \$400 to host this very successful event. Barnes and Noble partnered with the Library to assure returns of books not purchased. The annual book sale made over \$12,000, a 10% increase from 2014. Kudos to all the Friends for the extensive work to make this a great success! 	No vote
Strategic Plan Update 1 st Qtr FY 2015/16 Technology Plan 1 st QTR FY 2015/16	Due to the late hour, Carin recommended that these critical items be moved to the November 17 meeting in order to give them the attention required. Homework is to review the documents and come prepared with comments or questions. Anne so moved and 2 nd by Richard. (Approved)	11 Yes 1 Absent
	Old Business	
Internet Policy Update	Glenn presented the updated Internet Policy for Board review. The use of filters on computers in the children's and teen room was clarified in the policy and its impact discussed. The Board suggested several minor wording changes for clarification. The final version of the policy will be placed on the website. Peter moved to approve the updated policy with the changes agreed to, 2 nd by Jennifer. (Approved)	11 Yes 1 Absent
ACLB Conference	BOD Members who wish to attend the 11/6 Conference need to let Glenn know by Friday, 10/23	
Adjournment	Motion to adjourn by Jennifer Shufro, 2nd by Fred Lin. Meeting adjourned at 9:00 pm per vote.	11 yes 1 Absent

Respectfully submitted, Betsy Bougere