

Avon Public Library BOD Meeting
BOD Room, Avon Public Library
Date: January 19, 2016

Item	Summary					Disposition
Call to order	Meeting called to order by Director, Glenn Grube at 7:00					Quorum = 6
	Attendee	Role	Voting	Present	Absent	8 voting present
	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		Y	
	Joan Reiskin	Friends of the Library	Y	Y		
Adoption of Agenda	Glenn Grube opened with a request for motion to adopt the Agenda for the meeting as distributed. Peter Anderson made motion to accept and 2 nd by Richard Bunnell [Approved]					8 Yes 4 absent for vote
Review and Approval of Minutes	Review and Approval of December Meeting Minutes. Peter Anderson moved to accept as edited and 2 nd by Joan Reiskin. [Approved]					8 Yes
Review and Approval of Treasurer's Report	<p>Vince LoPresti presented the Treasurer's report noting positive results overall.</p> <ol style="list-style-type: none"> Net income YTD is favorable by \$2,910. All gifts received in December are now included in this report, adding \$2,321 favorable to income. Total expenses are essentially flat to YTD budget. Expense items noted were <ul style="list-style-type: none"> Monthly equipment technology overage of \$3,745 due to network, wifi and vendor issues requiring attention Professional development favorable by \$1,740; seminar attendance by staff in March and April will use these funds Gift expense is favorable by \$2,340 for December. Glenn commented that gift funds are only spent after they are received and booked. <p>Motion to approve financials by Anne Fitzgerald and 2nd by Thirza Hyatt. (Approved)</p>					8 Yes
	New Business					
	<p>Glenn Grube shared the Librarian's report. Highlights include:</p> <ol style="list-style-type: none"> Participation on a panel at the American Library Association mid-winter meeting, by Mary Fletcher, Children's Specialist, on our implementation of the Curiosity Creates grant initiatives. ISE Engineering (an independent firm) inspected the HVAC system and presented a report. Glenn will discuss with the Town Manager and Head of Public Works. Sunday hours are proving very popular in December and January with strong headcount and circulation. New microphones, headphones, computers, a TV and gaming consoles were purchased and installed thanks to grant funds(Hartford Foundation for Public Giving), the Friends and other grants/gifts. iPads are now available for a one week loan. The state's book delivery service will be supported by a private carrier through the end of March. The state committed to having a solution in place in April. Reference staff was trained in advanced searching techniques using the <i>Reference USA</i> database of business and residential directory information. 					No Vote

	7. AFPL has been selected to participate in a pilot on Best Practices for Public Libraries initiated by the Aspen Institute and CT State Library. Work will begin in February. Not only will we have an opportunity to test-drive the document, but we will see how we stand in areas such as Governance, Service/Resources, Facilities, Staffing and Finance to inform our budget development.	
Friends of the Library report	Joan Reiskin shared that reminders for membership in the Friends will be sent in January along with thank-you notes for previous generous donations. The next planned children's programs sponsored by the Friends are in March. All were reminded of the ongoing Sunday concert series.	No Vote
Privacy Policy	Glenn led the discussion of the need for an AFPL privacy policy. Questions have been raised about the appropriate management/use of personally identifiable information (e.g. protecting the names and emails of program participants, book holds, security camera footage, photos of people using the library, etc.). Glenn has asked the managers to identify when they interact with personally identifiable information. He will research whether the town has high level principles that might be considered. He will call a meeting of the Operations and Administration subcommittee of the Board (Jennifer, Carin, Fred, Vince) to review other libraries' policies and draft a policy for staff and Board review. Richard Bunnell volunteered to join this group.	No vote
	Old Business	
2016/17 Town of Avon Operating Budget	The AFPL budget will be reviewed by the Town Council Saturday, February 6 at 8:20 am in Council Chambers, Town Hall, Bldg 1 (upstairs on the left). Glenn will present the differences between the budget request and approvals indicated thus far and the impact on library operations. As a next step, the Town Council can recommend changes, and a vote will be taken at the next meeting.	No vote
Strategic Plan Update: 2 nd Quarter FY 2015/16	Glenn reviewed the 2 nd Quarter update to the Strategic Plan. A number of initiatives were completed which align with strategic goals. Additionally the Board discussed two matters: <ol style="list-style-type: none"> 1. Under Partnerships- Outreach to the community - Progress strengthening the relationship with the Avon Public School system. The Circulation and Outreach Librarian and Teen Librarian visited the High School to promote the library's programs and services. Also, there was an outreach to the Reggio charter school. There is potential to reach-out to teachers in computer sciences, math, photography and art to promote the value of the LyndaLibrary product. A suggestion was made to have the new Board of Education Chair attend a library Board Meeting and to have new teachers introduced to the library as part of their orientation. 2. The Board discussed survey approaches to update data on priorities for library services. Glenn suggested that his staff identify what questions or issues might be most relevant. The methodology and timing needs more discussion and analysis (broad and comprehensive vs. single targeted questions). 	No vote
Technology Plan Update: 2 nd Quarter FY 2015/16	Glenn reviewed the 2 nd Quarter update to the Technology Plan. The updated plan reflects initiatives that were accomplished in calendar year 2015, and shows initiatives planned for 2016. The most significant initiatives in 2016 are: <ol style="list-style-type: none"> 1. Preparing for the implementation of Internet Protocol version 6 (IPv6) (<i>Ensure that the network can handle high speed connections securely</i>) 2. Upgrade the phone system to a voice over IP (VOIP) system 3. Redesign the website and logo to include a content management system, a mobile friendly experience, and consistent brand and style across all formats 4. Implement RFID (<i>Improve circulations and tracking of library items</i>) 	No vote
Adjournment	Motion to adjourn by Betsy Bougere, 2 nd by Anne Fitzgerald. Meeting adjourned at 9:00 pm per vote	8 Yes

Respectfully submitted, Betsy Bougere