

Avon Public Library BOD Meeting
BOD Room, Avon Public Library
Date: June 21, 2016

| Item | Summary | Disposition | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Call to order | Meeting called to order by Carin Salonia at 7:05 | Quorum = 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Attendee</th> <th style="text-align: left;">Role</th> <th style="text-align: center;">Voting</th> <th style="text-align: center;">Present</th> <th style="text-align: center;">Absent</th> </tr> </thead> <tbody> <tr> <td>Carin Salonia</td> <td>BOD President</td> <td style="text-align: center;">Y</td> <td></td> <td style="text-align: center;">Y</td> </tr> <tr> <td>Vince LoPresti</td> <td>CFO/Treasurer</td> <td style="text-align: center;">Y</td> <td></td> <td style="text-align: center;">Y</td> </tr> <tr> <td>Betsy Bougere</td> <td>Secretary</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td></td> </tr> <tr> <td>Glenn Grube</td> <td>Library Director</td> <td style="text-align: center;">N</td> <td style="text-align: center;">Y</td> <td></td> </tr> <tr> <td>Peter Anderson</td> <td>BOD Member</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td></td> </tr> <tr> <td>Richard Bunnell</td> <td>BOD Member</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td></td> </tr> <tr> <td>Anne Fitzgerald</td> <td>BOD Member</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td></td> </tr> <tr> <td>Eric Gauvin</td> <td>BOD Member</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td></td> </tr> <tr> <td>Thirza Hyatt</td> <td>BOD Member</td> <td style="text-align: center;">Y</td> <td></td> <td style="text-align: center;">Y</td> </tr> <tr> <td>Fred Lin</td> <td>BOD Member</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td></td> </tr> <tr> <td>Jennifer Shufro</td> <td>BOD Member</td> <td style="text-align: center;">Y</td> <td></td> <td style="text-align: center;">Y</td> </tr> <tr> <td>Paula Schwartz</td> <td>BOD Member</td> <td style="text-align: center;">Y</td> <td></td> <td style="text-align: center;">Y</td> </tr> <tr> <td>Joan Reiskin</td> <td>Friends of the Library</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td></td> </tr> <tr> <td>Amea Mody</td> <td>Guest</td> <td style="text-align: center;">N</td> <td style="text-align: center;">Y</td> <td></td> </tr> </tbody> </table> | Attendee | Role | Voting | Present | 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 | | Y | Joan Reiskin | Friends of the Library | Y | Y | | Amea Mody | Guest | N | Y | | 7 voting present |
| Attendee | Role | Voting | Present | 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 | | Y | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Joan Reiskin | Friends of the Library | Y | Y | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Amea Mody | Guest | N | 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] | 7 Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Review and Approval of Minutes | Review and Approval of May Minutes. Fred Lin moved to accept and 2 nd by Peter Anderson. [Approved] | 6 Yes 1 Abstain | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Review and Approval of Treasurer's Report | As Vince Lopresti was absent, there was no official Treasurer's Report to review. Glenn summarized highlevel: Income is over budget . CT Card Grant and State grants to Public Libraries are under due to state financial difficulties . Farmer's Market participation looks fine . Town budget support has been on track; the new system is working well Expenses are under budget by about \$20,000 No vote was taken | No Vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| New Business | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Librarian's Report | <p>Highlights:</p> <ol style="list-style-type: none"> 1. This year, from January through May, the Library has had 4,200 patron visits and offered 126 programs as part of our Curiosity Creates grant. Arts Day, May 21, was the culmination of the Curiosity Creates grant. 2. A press release was published on the One Book- Avon Reads program, <u>The Wright Brothers</u> by David McCullough, planned for October-December. A grant was received from the Avon Foundation for Education to buy a kit to build a scale model (1/4 size) of the glider. Drs Tom Krause and Peter Jacobs from the Smithsonian will host two separate program events. A display on bicycles in the progressive era will enhance the experience. 3. Staffing: Two new Part Time reference librarians were hired; Cyndi Larson and Barbara Greenleaf. A summer Intern, Angelina Colletti, funded by the friends, is hired for 10 weeks to work across all departments. Ellen Ryan resigned. Recruitment for a replacement will start over the summer. 4. Jess attended the CT Education Network Conference in Hartford, bringing back new information about hardware and software, and new ways to separate wireless from wired communications. 5. Glenn attended the CT State Library Board meeting. State Libraries have now formalized the policy of a maximum of 5 holds per person. Avon is in good shape with | No Vote Required | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>delivery on a regular basis but state wide there are many issues. The CSL Board discussed areas for improvements in routing, and the state will hire a statewide logistics expert. State Library staffing has been reduced dramatically.</p> <p>6. CT Humanities had all of its budget cut; it had given many grants to the AFPL. Glenn will write to Gov Molloy expressing concern and outlining the many benefits resulting from these grants. The Board discussed the direct and indirect funding impact to the Library of state budget cuts. It was agreed to update and assess the financial situation in September when the Board launches the update of the Strategic Plan, with a thorough SWOT analysis (Strengths, Weaknesses, Opportunities, Threats).</p> <p>7. The geothermal issue continues. Glenn is meeting with the Town’s construction manager from the project in July to do 3 tests (soil, electricity and cathodic protection).</p> <p>8. Glenn shared some positive year end statistics, the numbers are still being refined. Program attendance is way up from last year, circulation is also increasing, computer logins are increasing, e-book and magazine circulation is steady. Cardholders have dipped a bit but staff is reaching out on expired cards and considering a mailing to non card holders. More to follow with the year-end report.</p> | |
| Friends of the Library report | <p>Joan Reiskin shared the Friends’ Report Friends’ hope to dedicate the benches for the memorial for Sonia Docket at the family’s convenience. Patrons are enjoying using the benches. Reservations for the Friends’ fall author’s luncheon, November 4 at the North House, will be taken beginning in September.</p> | No vote |
| Security Camera Policy | <p>Glenn learned that the security camera footage is available under the Freedom of Information Act. Our policy may need revision. It was resolved to redraft the policy with suggested adjustments and ask Jennifer to review. She can advise whether the FOI committee needs to be consulted.</p> | No vote |
| Website | <p>Eric provided a comprehensive and detailed presentation on the new AFPL website including the following: .Creative Brief .Competitive Landscape .Business Objectives .Metrics .Structure .Design Elements</p> <p>Eric, Glenn and Jess will set up a worksite in a development environment. They will produce a timeline and progress report for the next Board meeting. The goal is to retain and capitalize on the familiarity/branding built over the years, while enhancing the enhancing the usability and organization of the site.</p> | No vote |
| July Meeting | <p>The Board discussed whether to hold a July meeting. Practice has been to not meet in August and to consider July annually. After discussion, Peter Anderson moved to cancel the July 19 meeting, 2nd by Joan Reiskin (Approved) The next meeting will be September 20. Glenn will send the July and August reports as well as the Treasurer’s report.</p> <p>Thirza Hyatt has cycled off of the AFPL Board after 2 terms. There is, therefore, currently an opening for a Board Member. As Thirza was not in attendance, Glenn will extend the Board’s gratitude to her for her service.</p> | 7 Yes |
| Old Business | | |
| Privacy Policy | <p>No additional comments or questions were raised on the redrafted Privacy Policy. Joan Reiskin moved to accept the Policy as revised, 2nd by Richard Bunnell. (Approved)</p> | 7 Yes |
| Adjournment | <p>Fred Lin moved to accept the motion to adjourn the meeting and 2nd by Anne Fitzgerald (Approved) Meeting adjourned at 8:30 pm per vote</p> | 7 Yes |

Respectfully submitted, Betsy Bougere