

**Avon Free Public Library**  
**Minutes from the September 17, 2013 Meeting of the Board of Directors**

A regular monthly meeting of the Board of Directors of the Avon Free Public Library was held on September 17, 2013. President Mary Suter called the meeting to order at 7:30 p.m.

In attendance: Mary Suter – President; Glenn Grube – Library Director; Tom Iezzi – Treasurer; Peter Anderson; Eric Gauvin; Carin Salonia; Jennifer Shufro; Anne Fitzgerald; and Linda Jordano (new co-President of the Friends of AFPL).

Absent: John Carlson, Thirza Hyatt, Jerry O'Brien and Paula Schwartz

Approval of Minutes: The Minutes from the previous meeting of the Board of Directors, dated June 18, 2013, were unanimously approved.

1. Reports

- Treasurer's Report: Tom Iezzi presented the year to date financials and explained July and August income and expenses noted to Board. Tom indicated that the library's State and Federal Form 990 filings will be presented to the Board for approval at the next regular meeting.
- Campaign Report: Mary Suter presented the Avon Library Expansion Fund profit and loss chart from July 1, through September 10, 2013. Included was a discussion of implementation of the campaign's long range plans and donations that had not been received or used as of July 1, 2013.
- Library Report: Presented by Glenn Grube. Glenn first presented the Expansion Fund Balance Sheet (from Nancy Muench) confirming that the library has cash on hand. Glenn then reported on summer highlights through August, 2013, including (i) personnel matters ( new hires, resignations, and openings to be filled) (ii) success of children's and teen summer reading program (iii) completion of final donor wall and (iv) the commencement of the 50<sup>th</sup> Anniversary of Vietnam War Joint Program with Avon VFW.
- Friends Report: Co-President of the Friends, and Board representative Linda Jordano presented the Friends' Report. She discussed: (i) the changes to leadership and committees that have taken place (ii) the October 4-6<sup>th</sup> book sale (credit cards will be accepted) (iii) renewal of memberships (60% already in) and (iv) the general goal of maintaining a collaborative spirit between the AFPL and the Friends.

2. New Business

- Officer Vacancies: Jennifer Shufro unanimously elected as Secretary. Peter Anderson unanimously elected as Vice President.
- Subcommittee Assignments: Presented by Mary Suter. Subcommittees of the Board confirmed and assigned, as follows: (i)

Operations and Administration – Tom Iezzi, Mary Suter, Jerry O’Brien and Jennifer Shufro; (ii) Marketing and Public Relations – Eric Gauvin, Peter Anderson, Thirza Hyatt and Linda Jiordano; (iii) Strategic Planning – John Carlson, Anne Fitzgerald, Carin Salonia, and Paula Schwartz.

- Review and Approval of 2014 Holiday/Sunday Schedule. Glenn Grube presented the library’s schedule for 2014. The library will be closed on Saturday, July 5<sup>th</sup>, in observance of Independence Day weekend. This is a new proposal to provide a three day weekend for staff. Otherwise, the library will adhere to its traditional schedule. Glenn Grube also presented the Board of Directors’ meeting dates from October, 2013 through December, 2014.
- Policy Revisions: Glenn Grube identified the following policies that will be reviewed and revised by the Board: (i) Volunteer Policy; (ii) History Room Policy; (iii) Public Meeting Room Policy; (iv) Behavior and Food Policy.

### 3. Agenda for Next Meeting

4. Adjournment: The regular monthly meeting of the Board of Directors was adjourned at 9:00 p.m. by Mary Suter. The Annual Meeting of the Board of Directors shall be held at 7:00 p.m. on October 15, 2013. The next regular monthly meeting of the Board of Directors will be held directly following the Annual Meeting, at 7:30 on October 15, 2013.

5. Library Calendar: Saturday, September 21, Avon Day; Friday October 4<sup>th</sup> through Sunday October 6<sup>th</sup>, Annual Friends of the AFPL Book Sale; Monday, October 14<sup>th</sup>, Library closed in observance of Columbus Day.