

## **Minutes Avon Free Public Library November 19th 2013**

Board of Directors

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

**In attendance:** Mary Suter – President, Peter Anderson – Vice President, Tom Iezzi – Treasurer, Jennifer Shufro – Secretary, Glenn Grube – Library Director, Thirza Hyatt, Eric Gauvin, Carin Salonia, Anne Fitzgerald and Tom Mitchell on behalf of the Friends of the Avon Public Library.

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

### **Approval of Minutes**

The Minutes of the Annual Meeting and the Regular Meeting, both held on October 15th, 2013, were unanimously approved.

### **I. Reports**

❖ Treasurer's Report: Tom Iezzi presented the year to date financials and reviewed October 2013 financials with the Board.

❖ Librarian's Report: Glenn Grube presented the highlights for October 2013 to the Board, specifically (i) the Library hired of Jessica Palmer (formerly of New Britain's Public Library) as the new Technology and Technical Services Manager to commence her tenure on November 20, 2013 (ii) Hollace Juster's last day of work at the Library was October 31, 2013 and Library Director is in the process of interviewing candidates for her replacement (iii) the Library hired two new pages, Noel Silva and Rachel Hamilton (iv) Tim Guay began working as a part-time children's specialist on October 15, 2013 (v) The Library used its podcasting equipment to record a Vietnam War Program oral histories program that was presented in the Community Room. This may be used in the future as an audio CD or as streaming audio from the Library's website (vi) Kari Ann is in the process of rearranging children's non-fiction stacks and Tina the adult audio book and periodical areas to maximize the use of Library space for programming and access (vii) Universal Class expired and the Library Director is currently researching the possibilities of a new product to replace this product and (viii) The Library's Classical Conversation program will be hosting a master class on Friday, December 6<sup>th</sup> at 7:00 p.m. with funding from the Kiser Family Fund.

❖ Friends of the Avon Library: Tom Mitchell, Treasurer, presented the Friends' Report for the month of October. Specifically, he discussed the Friends' decision to cut back from circulation of 5 newsletters a year to 4 newsletters a year – with 3 being sent to the members (in the summer, in March and in May) and one sent town wide (in September). Additionally, the Friends have switched printers to Minutemen in Avon, Ct.

## **II. New Business** – Presented by Mary Suter.

- ❖ D & O Insurance: President Mary Suter informed the Board that the Library has renewed its D & O Insurance Policy with Traveler's Insurance Company effective November 29, 2013. The renewal carries the same terms and conditions as the previous policy, with only a minor increase in the premium.
- ❖ Request from the Avon Historical Society. The Library Director informed the Board that the Avon Historical Society has requested a waiver of the Behavior Policy pertaining to serving alcohol on Library premises. The Board approved this waiver upon condition that the Avon Historical Society executes a Library Waiver that holds the Library harmless for any liability stemming from the granting of this waiver. The event is scheduled for January 11, 2014.

## **III. Old Business** – Presented by Mary Suter and Glenn Grube.

- ❖ Operations and Administration Sub-Committee/Policy Review. The Board was debriefed on the work of this sub-committee that met during the month to refine and redraft the Behavior and Volunteer Policies of the Library. After a review of these proposed revisions, and requests for further changes and clarifications, the Board agreed to further revise the policies, especially from a risk mitigation perspective. The sub-committee will meet anew and finalize these policies. The sub-committee will next address necessary revision to the Meeting Room Policy. The Board will receive drafts of the policies and submit suggested changes and requests for clarification prior to the sub-committee's meeting.
- ❖ Strategic Planning Sub-Committee. Carin Salonia updated the Board on the progress being made regarding the Library's strategic plan for 2014.

## **IV. Library Calendar:**

1. The Library will be closed on Thursday, November 28<sup>th</sup> and Friday, November 29<sup>th</sup>, 2013, in observance of the Thanksgiving Holiday.
2. The next meeting of the Board of Directors of the Avon Free Public Library will be held on *Tuesday December 17, 2013* at 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.