

Avon Public Library BOD Meeting
BOD Room, Avon Public Library
Date: December 15, 2020

Item	Summary					Disposition
Call to order	Carin Salonia called the meeting to order at 7:03 pm.					Quorum = 6
	Attendee	Role	Voting	Present	Absent	# 11 voting present
	Carin Salonia	BOD President	Y	Y		
	Nicole Nunziata	BOD Vice President	Y	Y		
	Fred Lin	BOD Treasurer	Y	Y		
	Betsy Bougere	BOD Secretary	Y	Y		
	Amee Mody	BOD Member	Y	Y		
	Beth Dance	BOD Member	Y	Y		
	Dave Howe	BOD Member	Y	Y		
	Donna Gianini	BOD Member	Y	Y		
	Jennifer Shufro	BOD Member	Y	Y		
	Peter Anderson	BOD Member	Y	Y		
	Joan Reiskin	Friends of the Library	Y	Y		
	Glenn Grube	Library Director	N	Y		
	LeonaMae Page	Clerk	N	Y		
	Review and Approvals					
Review and Adoption of Agenda	Peter Anderson moved to adopt the agenda with the addition of a report from the Marketing Committee. Donna Gianini seconded. (Approved)					# 11 Yes
Review & Approval of November Meeting Minutes	Review and approval of November Meeting minutes. Nicole Nunziata moved to accept. Amee Mody seconded. (Approved)					# 11 Yes
Review and Approval of Treasurer’s Reports	Fred Lin presented a detailed Treasurer’s reports for November. Highlights include: <ul style="list-style-type: none">Income for the month of November was \$25,798. YTD actuals \$70,654 vs. YTD budgeted income of \$46,410.Expenses for the month of November were \$5,461. YTD actuals \$36,264 vs YTD budgeted expenses of \$47,132.After attending the yearly town budget meeting along with Glenn, the Town Manager, and the Assistant Town Manager, Fred expressed gratitude for the town supporting the approximately \$1.8 M in library funding, including staff salaries. He suggested that he give occasional reports regarding town support to offer the Board a more complete picture of the financial support the Library receives.In spite of the COVID climate, the Library continues to remain in solid financial health. Joan Reiskin moved to accept the Treasurer’s report. Dave Howe seconded. (Approved)					# 11 Yes
	New Business					
Librarian’s Report	Glenn Grube discussed his monthly written report. Some highlights: <ul style="list-style-type: none">82 kindergartners signed up for library cards following Kari Ann’s virtual outreach visitsNew staff computers installed for children’s, reference, and technical services staffPlanning is underway, in conjunction with the Historical Society and the Senior Center, for a Paleo-Indian lecture seriesThe Farmington Valley Visiting Nurses Association provided staff training in CPR and the use of automatic external defibrillators.Contractors interested in bidding on the library’s HVAC project conducted a walk-					No Vote

	<p>thru of the library on November 16. Work will likely begin in January or February. Most of the work will occur in the basement and the attic or outdoors so should have minimal interference with library services and work flow. The town funding is in place and all three bids are under budget.</p> <ul style="list-style-type: none"> • The reference department reached a milestone of having its 10,000, item uploaded to CT Digital Archive. The item was a June 1974 issue of “The Lure of the Litchfield Hills” recreational and cultural opportunities in the northwest corner of Connecticut. It will be mentioned in a column for the CTDA as our involvement is atypical – most of their contributors are much larger entities. • The children’s department has published a literary arts magazine called Imagine Avon with contributions from patrons in grades 5-12, solicited through their programs and clubs. It was funded by grants from Peoples United Bank and Avon Education Foundation. • Deborah Sacks reached out in response to the solicitation on the website for new board members. She is a retired reading and art teacher, an avid reader, and a 40 year Avon resident. 	
Friends of the Library Report	Joan Reiskin reported that the Friends are funding a variety of library programs including yoga, cooking, a vocal performance, and a comedy films series. The Friends Facebook page is up and ready for readers to express their approval with a "like".	No Vote
ACLB Virtual Conference	Amee Mody and Betsy Bougere attended the session “ACLB Board Assessment” and found it very supportive of what the board has done. ACLB divided the assessment into eight different segments. During the strategic planning segment, they referenced the “CT State Library toolkit” and “The Aspen Institute Dialogue on Public Libraries Action Guide for Re-Envisioning Your Public Library”. One approach to strategic planning is using three different ways to look forward: transformative mode, fortress world (limited resources / “crisis mode”) and market scenario (looking to partnerships as a way to build strengths). Jessica Noble attended “Futures School” on which this model of three possible futures is based and is using it as she is building out the next tech plan. She would be a great staff resource should the board decide to further explore this model. The Finance segment included the suggestion that board members know the financial drivers and dollars it takes to provide library services and programs.	No Vote
Strategic Planning update – Betsy Bougere	Dave Howe will lead the Strategic Planning Committee and Beth Dance and Donna Gianini will lead the Marketing Committee. One focus that both the Strategic Planning Committee and the library staff see as priority is being attentive to issues of equity and diversity. Reports on July – December activity for both committees will be provided prior to the January board meeting. Betsy Bougere asks that all directors read the current strategic plan to inform our conversation about our next plan.	No Vote
Marketing Committee update – Dave Howe	Dave Howe provided a draft of the Marketing Plan detailing the purpose and plans. He asks for directors to review it and provide feedback prior to the January meeting.	
	Old Business	
Staff Focus Group	A survey went out to all staff asking three questions: what should we keep doing, what should we stop doing, and what should we start doing. There were 15 responses. A large number of people wanted to keep doing curbside pickup. Four people mentioned that they wanted to stop doing browsing hours due to COVID-19. There were a variety of responses for what we should start doing. None of them were repeated. Next steps are to share the feedback with Glenn. Nicole Nunziata will send out a copy of the annotated notes.	No Vote
Board Member Remarks	Beth Dance is looking forward to co-leading the Marketing committee. There was discussion regarding concerns about COVID-19 policies as they affect staff and how services are being provided. Everyone strongly agrees that safety of staff and patrons is paramount.	No Vote
Adjournment	The meeting was adjourned at 8:30 pm.	

Respectfully submitted, Betsy Bougere, Secretary