

**Avon Public Library BOD Meeting**  
**BOD Room, Avon Public Library**  
**Date: September 16, 2015**

Item	Summary					Disposition
Call to order	Meeting called to order by the President Carin Salonia at 7:03. Quorum in attendance.					Quorum = 6
	<b>Attendee</b>	<b>Role</b>	<b>Voting</b>	<b>Present</b>	<b>Absent</b>	11 voting present
	Carin Salonia	BOD President	Y	Y		
	Vince LoPresti	CFO/Treasurer	Y		Y	
	Jennifer Shufro	BOD Member	Y	Y		
	Glenn Grube	Library Director	N	Y		
	Anne Fitzgerald	BOD Member	Y	Y		
	Betsy Bougere	Secretary	Y	Y		
	Eric Gauvin	BOD Member	Y	Y		
	Fred Lin	BOD Member	Y	Y		
	Paula Schwartz	BOD Member	Y	Y		
	Peter Anderson	BOD Member	Y	Y		
	Thirza Hyatt	BOD Member	Y	Y		
	Joan Reiskin	Friends of the Library	Y	Y		
	Richard Bunnell	BOD Member	Y	Y		
Adoption of Agenda	Carin Salonia opens a request for motion to adopt the Agenda for the meeting as distributed by Glenn Grube. Peter made motion to accept and 2 <sup>nd</sup> by Anne. [Approved]					11 Yes
Review and Approval of Minutes	Review and Approval of June Meeting Minutes. Paula made a motion to accept the minutes and 2 <sup>nd</sup> by Jennifer w. amendments. [Approved]					11 Yes
Review and Approval of Treasurer's Report	Treasurer's final report not available for tonight. Preliminary financial reports distributed and reviewed at a high level of income and expense. Vote on financials deferred to next month along with Compilation Report by the Accounting firm. <div><div>1.</div><div>No unforeseen expenses over the summer, just higher expenses from professional development – received income from Mitnick Trust (2 payments). Security Camera needed replacement (failed).</div><div>2.</div><div>2016 Budget placeholder (not yet voted on yet).</div><div>3.</div><div>No vote was taken.</div></div>					No Vote
	New Business					
Librarians Report	Glenn shared the Librarians report. Highlights include; <div><div>1.</div><div>Farmer's Market a huge success – 9 events over the summer. Attendance was same as 8 offerings as last year.</div><div>2.</div><div>155 programs offered over July and August drew 10,351 people to the library.</div><div>3.</div><div>Summer reading programs very successful with local vendor supported prizes.</div><div>4.</div><div>Cyndi Larsen will be working as Saturday Reference Librarian.</div><div>5.</div><div>Sent off application for Best Small Library in America – some of the past winners include towns with less than 25,000, with innovative and creative programs and services.</div><div>6.</div><div>Gallery – new signage and new lights are in process of being hung, carpet to be cleaned on October 10<sup>th</sup> Columbus Day weekend.</div><div>7.</div><div>White Room equipment has been ordered, room will be painted and lighting upgraded. We are approved for using Hartford Foundation for Public Giving (roughly) \$78,000 funds left to enhance the teen room, including funds for White Room, furniture, technology, and collections. HFPG approved a revised timeline running to the end of calendar year 2016. Grant requires the library to spend the money to then get reimbursed.</div></div>					No Vote

	<p>8. After school program attendance has not been as high as last year. 2 staff members will be in the teen room to ensure 4 staff on second floor.</p> <p>9. 3D printing has been working out well for some customers – repeat customers. We’ve spent 2/3 of the expense of filament budget, after that we will charge for the time of the printing. Anne mentioned she observed a demonstration class on 3D printing with a few teens on Robotics Team. The teen presenter (freshman) demonstrated excitement and passion for the subject and was a great opportunity for growth. Fred asked about the Repair/Warranty period for 3D printer and if we should include budget funding for the “wear and tear”. Printer was initially offered through a Grant. Next step may be to upgrade to a newer version of the existing 3D printer (once one fails) and or a new type of printer. Medical Uses of 3D printing might be interesting.</p> <p>10. AFPL will be at the Tunxis Community College “Maker’s Fair” on Saturday October 3<sup>rd</sup>.</p> <p>11. The Association of CT Library BOD (ACLB) will be held Friday November 6<sup>th</sup> at University of Harford. Glenn will distribute registration information.</p> <p>12. Analytics on Demand (subscription on demand) – anonymizes data from extracted user data base at AFPL – were able to pull analyze 12,000 users and provide demographics/snap shot of the town. Will present potential uses at future meeting.</p>	
Friends of the Library Report	<p>Joan provided an update to the BOD on the Friends activities.</p> <ol style="list-style-type: none"> <li>1. Annual Literary Luncheon will host Christine Baker Kline for October 8<sup>th</sup> 11:30pm – 2:30pm at Avon Golf Club. Highly regarded author of Orphan Train and reservations coming in. May sell out!</li> <li>2. Annual Book Sale will be held in the Avon Community Room on October 16<sup>th</sup>-18<sup>th</sup>.</li> <li>3. Membership Committee busy with Membership Renewal letters.</li> </ol>	No vote
Proposed 2016 Holiday/Sunday Schedule	Glenn shared the proposed calendar for 2016 library hours. Jennifer made a motion to accept the 2016 proposed schedule and 2 <sup>nd</sup> by Richard. [Approved]	11 Yes
Proposed 2016 BOD Meeting Dates	Glenn shared the proposed calendar for the 2016 BOD meeting dates. Peter made a motion to accept the 2016 proposed schedule and 2 <sup>nd</sup> by Richard. [Approved]	11 Yes
Policy Review - Behavior and Internet Policies	Glenn shared two incidents of patron/visitor behavior. Policies were briefly reviewed and discussed for understanding. A question was asked if we have a lock down policy or emergency policy that guides behavior of the staff and safety of the patrons. Glenn will follow up with the town on the study of the public spaces. Glenn will also review Internet Policy for currency and bring proposed changes to the next meeting.	No Vote
Alcohol Waiver Policy	Two requests have been made for exhibitors. Both would like to have openings Tuesday October 6th in the gallery and Thursday November 9th and serve wine and cheese. Ensure Hold Harmless Agreement – no self-serve – organizer has to serve and watch who is being served. Follow up with what our alcohol use insurance coverage (umbrella for liability – make sure liquor liability is not excluded – host liability coverage). Glenn to follow up. Jennifer moved, Anne 2 <sup>nd</sup> . [Approved].	11 Yes
	<b>Old Business</b>	
Adjournment	<b>Motion to adjourn</b> Meeting adjourned at 8:45pm per vote	11 yes

**Respectfully submitted,**  
Carin Salonia