

Avon Public Library BOD Meeting
BOD Room, Avon Public Library
Date: May 17, 2016

| Item | Summary | | | | | Disposition |
|---|---|------------------------|--------|---------|--------|--------------------|
| Call to order | Meeting called to order by Carin Salonia at 7:05 | | | | | Quorum = 6 |
| | Attendee | Role | Voting | Present | Absent | 9 voting present |
| | 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 | | |
| Adoption of Agenda | Carin Salonia opened with a request for motion to adopt the Agenda for the meeting as distributed. Jennifer Shufro made motion to accept and 2 nd by Peter Anderson. [Approved] | | | | | 9 Yes |
| Review and Approval of Minutes | Review and Approval of March Minutes with two corrections: (1) Amee Mody had participated as a Guest, not as a confirmed Member of the Board. Thus, the number of votes in all categories should be reduced by 1. (2) Added to the minutes: By electronic vote, the BOD approved an alcohol waiver to serve wine at the June 16 th Fiction Evening where several authors will be present Richard Bunnell moved to accept and 2 nd by Fred Lin. [Approved] | | | | | 8 Yes 1 Abstain |
| Review and Approval of Treasurer’s Report | The report reflects 10 months of results; the fiscal year ends June 30. Income highlights: <ul style="list-style-type: none">\$1,441 Gift income; \$18,294 YTD includes an additional \$415 in memory of Edward DoyleAvonCon Income \$131, \$9,631 YTD.Monthly income for April was \$2,851; YTD income is favorable to budget by \$24,979. Expenses <ul style="list-style-type: none">Equipment technology monthly expense of \$1,609 is typicalYTD Mitnick expenses are favorable \$5,488, trailing 10% prior year month to monthYTD Total expenses are unfavorable by \$3,431 Net income <ul style="list-style-type: none">Unfavorable by \$2,117 for March; favorable by \$21,548 YTD Peter Anderson moved to accept the Treasurers report and 2 nd by Jennifer Shufro (Approved) | | | | | 9 Yes |
| | New Business | | | | | |
| Librarian’s Report | Highlights: <ul style="list-style-type: none">Arts Day (upcoming May 21) is the culmination of the Curiosity Creates grant.The Avon Reads program will be <u>The Wright Brothers</u> by David McCullough, planned for October-December. Have received a donation from The Farmington Bank and are soliciting additional funds. The program will build a scale model (1/4 size) of the plane.AvonCon was a huge success with 840 in attendance and the public debut of the White RoomJess presented at the New England Technical Services in Libraries Conference April 8, on | | | | | No Vote Required |

| | | |
|---|--|---------|
| | <p>managing technical services across a consortium.</p> <ol style="list-style-type: none"> Adult Reference and Childrens' staff presented at three different programs at the CLA's annual conference April 21-22 Recruitment began for part-time reference librarian and summer intern; also conducting panel interviews for 2 part time librarian positions Sunday hours conclude the season with 5,838 patrons visiting and borrowing 10,334 items over 20 Sundays. Weekly stats demonstrated that the programs certainly grew library usage, with clear spikes on the Sundays when there was a <i>Sunday's at 3:00</i> music program. The 2016 -17 budget accommodates the same structure. For 2017-18, Glenn will push for a few more months staffed by part-time help. Salary cost is about \$500/Sunday Glenn submitted a report and provided highlights from his attendance at the Public Library Association's biennial conference, April 5-9. The Board had the opportunity to discuss his learnings on pertinent topics, e.g .Privacy Policy The Town budget passed. The State Budget (adjusted) also passed. Grants to Public Libraries (\$1,500) are eliminated. There is a 5% cut to the pool to support transport reciprocal borrowing. Avon lowered the book hold limit to 5, and will not transit new books or DVDs to reduce transport volume. Glenn reported the staffs' efforts to support the Historical Society recover from damages due to the fire at the Derrin House (preservation, fund raising). On June 4, a scholar will present at the library on the Derrin House and Family. Glenn noted the success of the Paul Brown Tribute Concert. Brown passed away the night before the scheduled event, but the concert went on in his honor. | |
| Friends of the Library report | <p>Friends' membership is 588.</p> <p>The May 13 Wine and Cheese reception went well. Attendees enjoyed the opportunity to socialize. Joe Williams' piano music was a great addition to the event.</p> <p>The Friends are planning an AFPL Day at Barnes and Noble in the summer; they will staff a booth, pass out a flyer and the store will give the Library 10% of all proceeds from the day. Glenn was asked to consider developing a wish list of books the Library would like to encourage customers to buy and donate. A suggestion was purchasing copies of <u>The Wright Brothers</u>, which will be the Avon Reads book in the fall.</p> <p>Friends hope to dedicate the benches for the memorial for Sonia Docket in May. There will also be a bike rack installed to hold 6 bikes.</p> <p>The Friends' fall author's luncheon will be November 4 at the North House.</p> | No Vote |
| Teen 4G after school program | <p>Teen 4 G is a structured registered program designed to manage and optimize the afterschool teen use of the Library. It stands for Get here, Get social, Get smart, Get going. It is within the Board's purview to review the guidelines for the program and the related communications. After discussion, the Board agreed with the program requirements/design and communications approach. It reviewed the proposed letter to Middle School parents, outlining the purpose and guidelines for the program and offered several suggestions to the text.</p> | |
| | Old Business | |
| Strategic Plan Update 3 rd Qtr 2015/16 | <p>Glenn offered these highlights:</p> <ol style="list-style-type: none"> Tina and Patrice attended a photo archiving workshop ; this coupled with a preservation assessment provide recommendations on how to improve preservation of items in the History Room All e-books and e-audio are available in the Encore Catalogue The tax planning program was a success with 380 people participating February-April Avon participated in the Passport to CT Libraries program during April Avon assisted the State Library by piloting their new Best Practices in Connecticut Public Libraries, which provided benchmarks for libraries resources and services The first joint program of the Avon Library and the Avon Chamber of Commerce was | No vote |

| | | |
|--|---|---------|
| | <p>held April 12 for small business owners about using Reference USA a database to generate marketing and sales leads.</p> <p>7. The launch of the White Room at AvonCon is a major effort in support of the Strategic Plan, engaging patrons in creative uses of space and technology to enhance collaboration.</p> | |
| Technology Plan Update 3 rd Qtr 2015/16 | <p>Glenn offered these highlights:</p> <ol style="list-style-type: none"> 1. New PCs were installed in the Teen Room 2. Eric Gauvin, Glenn and Jess are developing the new website for the Library 3. Staff is planning to convert barcodes to the RFID system 4. Glenn is assigned to lead the phone system migration for the Town of Avon; a recognition of his skills in technology and collaboration 5. The Lynda.com subscription was upgraded to include remote access 6. A new charging station was added near the reference desk | No vote |
| Privacy Policy | <p>The committee that developed the Privacy Policy recommendation was Vince LoPresti, Fred Lin, Richard Bunnell, Carin Salonia, Jennifer Shufro and Glenn Grube.</p> <p>Glenn commented that internal incident reports and any video must be available under the Freedom of Information Act. There are two cameras in the teen room. In the future, the Board needs to review and update the security camera policy. Carin noted that as an ongoing practice, all policy changes should be laid out, side by side, to assess the implications of any changes made to all policies.</p> <p>Several suggestions were made to the wording of the policy. Glenn will circulate to the Board one more time for final review and vote at the June meeting. (Glenn will poll the BOD to determine the date of the June Meeting, 14th or 21st.—outcome is June 21.)</p> | No vote |
| Adjournment | <p>Joan Reiskin moved to accept the motion to adjourn the meeting and 2nd by Fred Lin. (Approved)</p> <p>Meeting adjourned at 8:55 pm per vote</p> | 9 Yes |

Respectfully submitted, Betsy Bougere