# Avon Public Library BOD Meeting
## BOD Room, Avon Public Library
## Date:  June 16, 2015

| Item | Summary | Disposition |
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| Call to order | Meeting called to order by the President Carin Salonia at 7:05 | Quorum = 6 |

| | Attendee | Role | Voting | Present | Absent | 9 voting present, 3 absent, 1 tardy |
|---|---|---|---|---|---|---|
| | Carin Salonia | BOD President | Y | Y | | |
| | Vince LoPresti | CFO/Treasurer | Y | Y | | |
| | Jennifer Shufro | Secretary | Y | | Y | |
| | Glenn Grube | Library Director | N | Y | | |
| | Mary Suter | Past President | Y | Y | | |
| | Anne Fitzgerald | BOD Member | Y | Y | | |
| | Betsy Bougere | BOD Member | Y | Y | | |
| | Eric Gauvin | BOD Member | Y | Y | | |
| | Fred Lin | BOD Member | | | 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 | Guest | N | Y | | |

| Item | Summary | Disposition |
|---|---|---|
| Adoption of Agenda | 1. Carin Salonia opens a request for motion to adopt the Agenda for the meeting as distributed by Glenn Grube.  Anne Fitzgerald made motion to accept and 2nd by Betsy Bougere. [Approved] | 8 Yes 1 absent for vote |
| Review and Approval of Minutes | 1. Review and Approval of May Meeting Minutes.  Eric Gauvin made a motion to accept the minutes and 2nd by Anne Fitzgerald.  [Approved] | 7 Yes 1 Abstain 1 absent for vote |
| Review and Approval of Treasurer's Report | 1. Vince LoPresti presented the month of April financials. <br> 2. Vince LoPresti presented the month of May financials.   Vince will update the total expense line (for YTD only), which was not adding up correctly for April and May; Vince will send out updated financial summaries for both months. <br> 3. Glenn shared overall projection to end of June.  Overall actuals are over budget from budgeted income (Mitnick, Gift, Loss Books income) and some over expense budget line items that are both discretionary and some unexpected (Connecticard) expense.  Overall intention to be flat to actuals for next year.  Any significant forecasted overage would be presented to the BOD if not included in assumptions driving the fiscal year budget. <br> 4. Paula made a motion to approve April Financials, 2nd by Eric. [Approved] <br> 5. Eric made a motion to approve May Financials, 2nd by Thirza.  [Approved] <br> 6. Investment Committee report – 3 CDs matured within the last few months.  The values of these CDs were: $100K, 75K, and 50K, for a total of $225K.  Needing to reinvest these funds, Vince, Fred, Glenn and Carin reviewed Schwab's current CD offerings.  The committee decided on purchasing 5 CDs, utilizing a "CD Laddering" technique.  Summary of purchase: the 1st year CD (Bank of China) is for $27K @ .5%, the Year 2 CD is for $50K @ 1.15%, the Year 3 CD is for $50K @ 1.6%, the Year 4 CD is for $50K @ 1.95%, and the Year 5 CD is for $50K @ 2.3%.  CD's for years 2-5 are through AMEX. | |
| | **New Business** | |
| Librarians Report | 1. Glenn shared Librarian's report.  Key highlights for May include; Kate Yohn hired as new Children's Specialist and will start work in June; Intern Lauren Lebo will be returning for | No Vote |

| | another summer; Tina and Kari Ann attended and presented at the Rhode Island Library Association's annual conference; Introduction to 3D printing program was presented by Bryan Patton.  A preservation assistance grant application was submitted to the NEH, requesting funds for preservation needs assessment on the Marian Hunter History Room.<br>2. Some technical problems with the Zinio digital magazine platform prevented new issues of our subscriptions from being accessed for over two months. Circulations and e-checkouts were down (about 200) and most likely due to lack of new title distribution.<br>3. Tech services has been busy with working on the new acquisition module of the library software that catalogues our inventory and purchase order tracking and adjustment to expense line items.<br>4. Courant articles highlighting veterans and programming<br>5. Gallery Painting is complete – new lighting has been ordered and poster stands under order.<br>6. Glenn and the BOD thanked Mary for her years of service. | |
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| Friends of the Library Report | Joan provided an update to the BOD on the Friends activities.<br>1. Annual Literary Luncheon will host Christine Baker Kline for October 8th 12-3pm Avon Golf Club.  Highly regarded author of Orphan Train.<br>2. August 12th Ice Cream Social has been announced.<br>3. Fall intern support by Friends. | No vote |
| Amended 2015 Holiday/Sunday Schedule | Glenn shared the updated calendar for 2015 library hours. Town budget approved (referendum has passed) additional Sunday hours.  The Library will open for 8 additional Sundays with 4 in December - 6, 13, 20, 27th. Paula made a motion to start December 6th Sundays for 2015 and 2nd by Betsy.  [Approved] | 9 Yes |
| July BOD Meeting – Recommendation to Cancel | Glenn shared that traditionally we have not met in July with no BOD meeting in August. Reports will be distributed monthly.  Paula made a motion 2nd by Eric.  [Approved]<br><br>Next Meeting is scheduled for Wednesday September 16th. | 9 Yes |
| Proposed Fine Amnesty | Glenn made a recommendation to implement a Fine Amnesty on "blue moon" – Friday July 31st – Once in a Blue Moon theme – Town Budget Manager approved (book fines go to town, DVD fines go to library). Anne made a motion to approve, 2nd by Betsy. [Approved] | 9 Yes |
| | **Old Business** | |
| Technology Plan Draft | 1. Glenn reviewed the final version of the technology plan that is a working document that changes as needs and technology changes.  Some of the edits made include;<br>  a. Removal of jargon<br>  b. Dated action items and priority (based on logical flow)<br>  c. Added a section that delineates Third Party Support vendors.<br>  d. Edited language in the narrative parts<br>  e. Request that the inventory be sort and spreadsheet by department, age/timing and plan – NSI (support vendor) has most of the information in a database which would allow us to query and develop a computer replacement schedule and plan.<br>  f. This would allow us to analyze and appropriate Mitnick and Grant money (Hartford Foundation) to roll over 2011-2012 computers for upgrade.<br>2. BOD discussed the buying power through BOE, consolidating technology assets, ideas like reverse auction, etc.  Various vendors support servers, PCs/infrastructure, telephone, etc.<br>3. Suggestion to reformat the plan into a more digestible Project Plan/Quarterly review and upcoming/completed.  This is outlined in the document.<br>4. Eric made a motion to approve and 2nd by Joan.  Plan approved. | 9 Yes |
| Adjournment | **Motion to adjourn by Paula 2nd by Betsy.**  Meeting adjourned at 8:45pm per vote | 9 yes |

**Respectfully submitted,**
Carin Salonia