

**Avon Public Library BOD Meeting**  
**BOD Room, Avon Public Library**  
**Date: October 18, 2016**

Item	Summary	Disposition																																																																						
Call to order	Meeting called to order by Carin Salonia at 7:15pm	Quorum = 6																																																																						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Attendee</th> <th style="text-align: left;">Role</th> <th style="text-align: center;">Voting</th> <th style="text-align: center;">Present</th> <th style="text-align: center;">Absent</th> </tr> </thead> <tbody> <tr><td>Carin Salonia</td><td>BOD President</td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td><td></td></tr> <tr><td>Vince LoPresti</td><td>CFO/Treasurer</td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td><td></td></tr> <tr><td>Betsy Bougere</td><td>Secretary</td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td><td></td></tr> <tr><td>Glenn Grube</td><td>Library Director</td><td style="text-align: center;">N</td><td style="text-align: center;">Y</td><td></td></tr> <tr><td>Peter Anderson</td><td>BOD Member</td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td><td></td></tr> <tr><td>Richard Bunnell</td><td>BOD Member</td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td><td></td></tr> <tr><td>Anne Fitzgerald</td><td>BOD Member</td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td><td></td></tr> <tr><td>Eric Gauvin</td><td>BOD Member</td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td><td></td></tr> <tr><td>Fred Lin</td><td>BOD Member</td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td><td></td></tr> <tr><td>Amee Mody</td><td>BOD Member</td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td><td></td></tr> <tr><td>Jennifer Shufro</td><td>BOD Member</td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td><td></td></tr> <tr><td>Paula Schwartz</td><td>BOD Member</td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td><td></td></tr> <tr><td>Joan Reiskin</td><td>Friends of the Library</td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td><td></td></tr> </tbody> </table>	Attendee	Role	Voting	Present	Absent	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		Fred Lin	BOD Member	Y	Y		Amee Mody	BOD Member	Y	Y		Jennifer Shufro	BOD Member	Y	Y		Paula Schwartz	BOD Member	Y	Y		Joan Reiskin	Friends of the Library	Y	Y		12 voting present
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	<b>Review and Approvals</b>																																																																							
Review and Adoption of Agenda	Carin Salonia opened with a request for motion to adopt the Agenda for the meeting as distributed. Peter made motion to accept and 2 <sup>nd</sup> by Richard. [Approved]	12 Yes																																																																						
Review and Approval of June Meeting Minutes	Review and Approval of September Minutes Edit to change "FSB/Schwaub Accounts" to "Total Assets" Edit to correct spelling of Ameer's last name to Mody  Eric moved to accept and 2 <sup>nd</sup> by Ameer [Approved]	11 Yes 1 Abstain																																																																						
Review and Approval of Treasurers Reports	September Report  Income highlights: Total Income YTD \$48,276, which is \$13,456 over year to date budget due to \$13,129 Mitnick payment this month.  Expenses; Total over budget by \$618. Mitnick expenses were \$21,062 YTD vs. Budget YTD of \$18,100, due to one bill which was submitted 90 days late. No other material changes from budget.  Paula made motion to accept the September Treasurer's report and 2 <sup>nd</sup> by Fred (Approved)	12 Yes																																																																						
	<b>New Business</b>																																																																							
Librarian's Report	Highlights: Focused time and energy on the History Room and preparing for Avon Reads.  Staffing: Two staff members on leave during September, staff is balancing priorities. Hired 4 substitutes for the teen room. Briefed the BOD on behavioral issues and staff responses.  Glenn provided an overview of Library programs and services to the Avon Newcomer's Club.  Kari Ann reached out to Thompson Brook School staff during a professional development day for staff to share information about AFPL resources, as part of efforts to partner with Avon Schools.	No Vote																																																																						

	<p>Tina and Marisa conducted a well-received program at ComiCon conference in NYC sharing our experience running a library comic event.</p> <p>Now available for a one week loan, two pocket WIFI devices that connect to the Internet remotely. This is for patrons over age 18 who may not have their own internet connection. iPads and Nooks are used regularly, and we hope these will be too.</p> <p>The geothermal issue continues. Glenn reminded us that there was one failure in 2014, a couple in 2015 and none since. We have 21 heat pumps each served by multiple wells. Next step is to test the soil to see if the issue can be identified there. This problem is unique in the town to the Library as no other buildings use geothermal HVAC.</p>	
Friends of the Library Report	<p>The Book Sales was a great success, bringing in \$12,800 (\$400 less than last year but \$800 more than 2014).</p> <p>The Author Lunch scheduled for November 4 is sold out.</p> <p>The Friends will meet with Glenn this month to review the staff's "wish list" for future funding.</p> <p>The Membership Drive continues with many families as new members.</p> <p>September 24, Friends will host a Library Birthday Party with Frisbees and cupcakes.</p>	No Vote
Strategic Plan Update 1 <sup>st</sup> Q FY 2016-2017	<p>Highlights for Q1:</p> <ul style="list-style-type: none"> <li>. Home of Litchfield Hills from the 1920's and 30's was added to the History Room.</li> <li>. Glenn has been appointed Vice President of the CT Library Assn; as such he will stand in for the President.</li> <li>. Tina will lead the 2018 Annual Conference Planning Committee with Kirk Morrison from Naugatuck</li> <li>. Participating in an audit to upgrade the phone and Voice Mail systems and are in good shape.</li> <li>. Advanced Lifelong Learnings through digital boot camp for children, offering a digitally literate certificate, and a week long summer writing camp sponsored by the Friends</li> <li>. Service and Community: the new bike racks are installed in concrete.</li> <li>. Partnership: Staff is leading workshops, sharing knowledge (e.g. Librarian connection with the schools, participation in the growing Comicon movement) .</li> <li>. A question was asked about staff wearing nametags; Glenn will discuss with them.</li> <li>. Halloween Story time will be followed by Trick or Treats during the day.</li> <li>. The Movie Program has been a success.</li> </ul>	No Vote
Technology Plan Update 1Q FY 2016-17	<p>Highlights for Q1:</p> <ul style="list-style-type: none"> <li>. Currently assessing the firewall capacity; need to price enhancements.</li> <li>. State had paid for Internet access but has stopped. Unbudgeted cost is \$150/ month based on current usage, paid quarterly in arrears.</li> <li>. Defer Voice Over IT system and a written disaster plan into the next year.</li> </ul> <p>Eric reported on the website. He plans to send out a link for review and comments by the Board. Then he can begin programming.</p> <p>Glenn sees the Disaster Recovery Plan for the Library and History Room and the heating issue as topics for the next Strategic Planning Cycle beginning in 2017. We will identify a core workgroup, and develop a list of 8-10 priorities with intent to begin to focus in the new year on the 2017-2020 3 year plan.</p>	No Vote
<b>Old Business</b>		
ACLB Leadership Conference	Conference is Nov 4 at U of H. Output will be shared with the BOD.	No Vote

Security Camera Policy	<p>Changes agreed to in policy draft:</p> <p>Paragraph 1: add “to ensure <i>its</i> physical security”</p> <p>Paragraph 2 : delete “<i>toilet areas</i>”</p> <p>Paragraph 8: delete “<i>only</i>”</p> <p>Paragraph 9: change revised by and approved by dates to <b>October 18, 2016</b></p> <p>Peter made the motion to accept and 2<sup>nd</sup> by Eric (Approved)</p>	12 Yes
Adjournment	Fred moved to accept the motion to adjourn the meeting and 2 <sup>nd</sup> by Paula. (Approved) Meeting adjourned at 8:40 pm per vote	12 Yes

Respectfully submitted by Betsy Bougere, November 10, 2016