

**Avon Public Library BOD Meeting**  
**BOD Room, Avon Public Library**  
**Date: November 15, 2016**

Item	Summary	Disposition																																																																						
Call to order	Meeting called to order by Carin Salonia at 7:00pm	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></td><td style="text-align: center;">Y</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		11 voting present
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	<b>Review and Approvals</b>																																																																							
Review and Adoption of Agenda	Carin opened with a request for motion to adopt the Agenda for the meeting as distributed with the addition of the acceptance of a waiver to the alcohol policy for an event in February. Eric made motion to accept and 2 <sup>nd</sup> by Amee. [Approved]	9 Yes (2 Late)																																																																						
Review and Approval of October Meeting Minutes	Peter moved to accept and 2 <sup>nd</sup> by Fred [Approved]	9 Yes (2 Late)																																																																						
Review and Approval of Annual Meeting Minutes	Peter moved to accept and 2 <sup>nd</sup> by Amee	11 Yes																																																																						
Review and Approval of Treasurers Reports	<p>Income highlights: Total Income YTD \$51,796, which is \$12,187 over year to date budget. Vince noted that a CD matured 2 months ago generating \$27,000. In line with the Strategic Plan objective to fund the technology account with prior year surplus as available, the Financial Task Force decided to allocate \$10,000 to the technology capital account. The remaining \$17,000 was placed in a new 5 year CD with Capital One. Members of the Financial Task Force are Fred, Vince, Carin and Glenn.</p> <p>Expenses; Total Expenses YTD of \$36,148 were under budget by \$2,451. Mitnick expenses of \$25,289 YTD were \$1,656 over budget. Primary income stream is received quarterly; many expenses are incurred monthly. As such, there may be timing issues that could affect a given month's financials. Besides the technology funding with surplus and seasonality of vendor bills, there were no outliers.</p> <p>The BOD expressed appreciation to our CFO, Vince, for his oversight of financial and investment matters and management of the Board Treasurer's function.</p> <p>Jennifer made motion to accept the September Treasurer's report and 2<sup>nd</sup> by Anne (Approved)</p>	11 Yes																																																																						
	<b>New Business</b>																																																																							
Librarian's Report	<p>Highlights for October</p> <p><b>Avon Reads:</b> One book programming related to <u>The Wright Brothers</u> kicked off with a bus trip to the New England Air Museum (14 attendees) and lecture by Dr. Tom Crouch, Smithsonian National Air and Space Museum. The BOD expressed support for joint ventures such as these</p>	No Vote																																																																						

	<p>with the Senior Center to foster intergenerational experiences. The glider is being constructed by both children and adults.</p> <p><b>ComicCon:</b> Tina and Marisa presented at the NYC event, Jess and Patricia also attended</p> <p><b>Greater Hartford Mini-Maker's Fair:</b> The library had a booth where staff promoted the 3D printer, art studio, and white room</p> <p><b>Website:</b> Development work continued</p> <p><b>Technology:</b> A server crash on 10/27 was due to a bad Windows update. Glenn will get a backup server. Little time was lost for staff and the public.</p> <p><b>Staff:</b> Trained new teen room and reference desk substitute staff</p> <p><b>Conference Attendance:</b> Kari Ann attended the CT Library Association Support Staff Conference (CLASS). Glenn attended <i>Humanities on the Brink</i> at CCSU, a brainstorming session on the future of CT Humanities, in the absence of state funding, due to the fiscal crisis. Also, discussed the future approaches partners (libraries, museums, historical societies and other non-profits) might take for alternative methods of funding.</p> <p><b>Budget:</b> Glenn submitted the budget request to the town.</p>	
Friends of the Library Report	<p>Joan reported that Glenn presented his annual wish list to the Friends. They authorized 32 items totaling \$17,000. The two largest were funding for childrens' and adults' summer reading programs (\$4,500) and \$2,375 for another 3D Printer.</p> <p>The Author's Luncheon was very successful, sold out with 220 in attendance. The Friends expect to net \$600-700; the event has a high value impact on the community, extending the reach and influence of the Library.</p>	No Vote
Board Committee Assignments and Planning Schedule	<p>Glenn discussed the roles of the 3 standing committees, required of the Board, in the by-laws.</p> <ul style="list-style-type: none"> <li>- Operations and Administration</li> <li>- Marketing and Public Relations</li> <li>- Strategic Planning</li> </ul> <p>Current members were identified.</p> <p>Additionally we have a Finance Committee/Task Force and Art Gallery Committee.</p> <p>He noted that the 2017-2020 Strategic Plan target should be July 1. He would like the sub-committee to present a map of how to get there (deliverables, dates, review points, data gathering) in the January meeting. Carin mentioned that some strategic plans are looking out over 5 years vs. 3 years.</p>	No Vote
Security Camera Infrastructure	<p>Glenn informed the Board that the security camera issues need immediate resolution. The solution should be scalable to include any additional cameras approved by the town in the future. Perfect Vision and Sound, an Avon Company has been contacted to put in a new system. Richard offered to review their plan. Fred suggested adding remote backup in the Cloud for disaster recovery.</p> <p>Peter made a motion to approve up to \$5,000 from the Technology Capital Fund for security camera replacement and update: 2<sup>nd</sup> by Jennifer (Approved)</p>	11 Yes
<b>Old Business</b>		
ACLB Leadership Conference	Glenn provided an overview of the Conference. Ameer, Richard, Eric and Glenn attended. Glenn shared a link that will be helpful in Strategic Planning.	No Vote
Website Update	Eric provided a review of progress on the new Web site; structure, site map, top 10 activities, content. Next step is to finalize the design and code. This topic will be first on the Old Business Agenda in December so as to have enough time to fully discuss.	No Vote
Alcohol Waiver	A request was made to approve a waiver of the policy to serve wine at a Sea Captains' Love Story program to be held either Feb 7 or 9, 2017. Richard made the motion to approve, 2 <sup>nd</sup> by Eric. (Approved)	11 Yes
Adjournment	Jennifer moved to accept the motion to adjourn the meeting and 2 <sup>nd</sup> by Fred. (Approved) Meeting adjourned at 8:52 pm per vote	11 Yes

Respectfully submitted by Betsy Bougere, December 14, 2016