

Avon Public Library BOD Meeting
BOD Room, Avon Public Library
Date: April 18, 2017

Item	Summary	Disposition																																																																																
Call to order	Meeting called to order by Carin Salonia at 7:02pm.	Quorum = 7																																																																																
	<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></td> <td style="text-align: center;">Y</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> <tr> <td>Margaret Tilney</td> <td>Guest: Active AFPL patron, interested in BOD process</td> <td style="text-align: center;">N</td> <td style="text-align: center;">Y</td> <td></td> </tr> <tr> <td>Cori Arnold</td> <td>Guest; To present library marketing initiative</td> <td style="text-align: center;">N</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		Margaret Tilney	Guest: Active AFPL patron, interested in BOD process	N	Y		Cori Arnold	Guest; To present library marketing initiative	N	Y		10 voting present
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Review and Approvals																																																																																		
Review and Adoption of Agenda	Carin opened with a request for motion to adopt the Agenda for the meeting as distributed. Peter made motion to accept and 2 nd by Joan. (Approved)	10 Yes																																																																																
Review and Approval of March Minutes	Amee moved to accept and 2 nd by Joan.[Approved]	9 Yes 1 abstain																																																																																
Review and Approval of Treasurer's Reports	<p>March Report (9 months Jul-March 2017)</p> <p>Income highlights: Total Income YTD \$92,844, including \$50,577 in Mitnick income and \$811 in gift income. Total Expense YTD \$72,620: Technology expense of \$2,599, copier expenses YTD about \$1,915 over budget. Net Income YTD favorable by \$12,288.</p> <p>Purchase of security cameras were applied to the Technology Capital Account. Overall, on track to meet budget.</p> <p>Eric made motion to accept the March Treasurer's report and 2nd by Jennifer. [Approved]</p>	10 Yes																																																																																
New Business																																																																																		
Librarian's Report	<p>Highlights for March</p> <p>The White Room is officially open to the public, have had several users (including Carin Salonia and Cori). Carin suggested using the room to visualize/present the Strategic Plan. Planning began for a new tech space; a digitization station.</p> <p>Wright Brothers' glider construction continues; Hartford Courant ran a photo spread on the project in the Community Section 3/23.</p>	No Vote																																																																																

	<p>Bus accident knocked out power to the Library on March 22 damaging several network appliances and computers. Repair cost was less than \$1,500. Automatic shutoff is up and running now to minimize damage.</p> <p>RFID Conversion Project: More than 30,000 collection items have been tagged two months into the process. Goal is to finish child and teen collections before summer.</p> <p>New elementary school programs include a homeschoolers’ book club (homeschoolers are identified as an underserved population) and Hilary launched a bedtime math program – Crazy 8’s Math, Monday at 6:30 pm...a huge hit with a waiting list.</p> <p>Recruiting for 2 interns: a summer position and a History Room position, sponsored by the Friends.</p> <p>The Encore catalogue highlights new books and best sellers. The dynamic carousels of new items and an interactive best seller list will help to market materials to users.</p> <p>The Avon Taxpayers’ Assn. is closing operations and is donating remaining funds to the library (approximately \$500). Tina is putting together a proposal for use of the funds (programs targeting democracy and community involvement).</p> <p>Glenn updated the BOD on the issues and progress with the state sponsored book delivery systems (deliver IT). He briefed the board on state defunding for this service and the implications of federal withdrawals of funding. He discussed the American Library Assn efforts to influence Congress to restore the Institute of Library and Museum Services (IMLS) and Library Service and Technology Act (LSTA) funding. Board members were urged to write to Senator Chris Murphy, who had not yet signed the Appropriations letter to restore funding. Representatives Esty and Larsen and Senator Blumenthal had signed.</p>	
Friends of the Library Report	<p>Joan outlined activities by the Friends.</p> <p>In the interest of safety and comfort, “Sunday’s at 3:00 Concert Series” moved to a ticketed event for the final two concerts of the season. To assure that room capacity is observed (150 seats), concert goers can pick up a ticket one hour prior to the performance. Friends will debrief on this process and refine it for next year’s series.</p> <p>Membership program continues.</p> <p>Next event: May 12th Wine and Cheese reception for Members.</p>	No Vote
Library Marketing Initiative- Cori Arnold	<p>Cori presented options to market to Avon residents who do not have library cards; the goal is to increase patron visits by active card members (strategic plan metric). Of 18,000 residents, just under 50% have a card. Three options were reviewed and discussed: (1) a single postcard; (2) newsletter style with a coupon highlighting mission, history, advantages of a card; (3) a brochure. To test the effectiveness of each, it was suggested that the library could send each to a segment of the non-carded population and review response rates. The Marketing and Public Relations sub- committee could review the results and make a recommendation. Glenn agreed to send the originals to the Board and invite discussion. Fred suggested that if 100 of each were sent, could anticipate a 15% return rate. Must pull address by June 30 not to incur expenses. Cori will participate in the sub-committee discussion.</p> <p>The BOD agreed to move forward with the study. The committee will consider what the compelling reason is to get a card; what valuable and unique returns are there for being a cardholder?</p>	No vote
Alcohol Waiver request for June 5- Glenn	<p>Tina requested an alcohol waiver for an evening program on June 5, “Wines of the World – Geography in a Bottle”.</p> <p>Peter moved to accept, and 2nd by Joan. (Approved)</p>	10 Yes

3 rd Quarter Strategic Plan and Tech Plan Updates- Glenn	Glen presented the 3 rd Quarter Strategic and Technology Plan updates highlighting accomplishments. Betsy will put together options for the build of the next Strategic Plan, including possibly a facilitated Board session to kick off the process. At the state level, Glenn mentioned that a long term opportunity might be to re-imagine what the Consortium could contribute to future efficiencies; sharing resources for common activities.	No vote
Old Business		
Volunteer Appreciation Luncheon-Glenn	BOD is invited to the April 27 luncheon to thank rank and file volunteers	No Vote
Website Update - Eric	Coding is 90% complete. Have started using a hosting service and are moving to staging. From there to production to a public server. The calendar system is robust; a major feature is events (schedule, assigning rooms, contact info, can Google calendar). The final website product will be free vs. the \$900 service we pay for now. Cori volunteered to help Eric with beta test.	No Vote
Adjournment	Anne moved to accept the motion to adjourn the meeting and 2 nd by Fred. (Approved) Meeting adjourned at 8:45 pm per vote	10 Yes

Respectfully submitted by Betsy Bougere, May 9, 2017