

Avon Public Library BOD Meeting
BOD Room, Avon Public Library
Date: May 16, 2017

Item	Summary					Disposition
Call to order	Meeting called to order by Carin Salonia at 7:10pm.					Quorum = 7
	Attendee	Role	Voting	Present	Absent	8 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		
	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		
	Review and Approvals					
Review and Adoption of Agenda	Carin opened with a request for motion to adopt the Agenda for the meeting as distributed.. Jennifer made motion to accept and 2 nd by Joan. (Approved)					8 Yes
Review and Approval of April Minutes	The one amendment to the minutes was to correct the quorum from 6 to 7 (50% of the 12 voting BOD members=6 plus one). The Board agreed not to go back and correct all prior minutes. Peter made a motion to accept and 2 nd by Eric .[Approved]					7 Yes (1 late arrival)
Review and Approval of Treasurer's Reports	April Report (10 months Jul-April 2017). Due to Vince's absence, the Treasurer's report was not discussed.					No vote
	New Business					
Librarian's Report	<p>Highlights for April</p> <p>AvonCon was very successful drawing 1000 people to the library on April 22 vs. 880 last year.</p> <p>Tax volunteers had 441 appointments and filed 381 federal tax returns between February 1 and April 15.</p> <p>A Volunteer Appreciation Lunch was held on April 27, honoring almost 40 adult volunteers who donate their time to the library (Board members, Friends of the Library, tax preparers, homebound delivery drivers, history room volunteers, and technical process volunteers). The teen volunteer ice cream social will be held May 17.</p> <p>Mary Fletcher (Children's Art Gallery) signed a contract to write a book for ABC-CLIO entitled <u>The Creative Edge: Inspiring Art Explorations in Libraries and Beyond</u>, to be published in 2018..</p> <p>Glenn attended National Library Legislative Days in Washington DC. 500 librarians from 50 states received briefings on copyright, library funding, net neutrality, e-rate and public access to government information. He met with Reps. Esty and Courtney, along with aides from the state's other congressional delegates, to advocate for restoring federal funding to the Institute of Library and Museum Services and the Library Service and Technology Act.</p>					No Vote

	<p>Hilary Kennard was hired to fill a vacancy for a 25 hour/week children’s library specialist. This leaves her previous position as a 10.5 hour/week library specialist position vacant.</p> <p>A new public documents scanner was installed and the WiFi print server was repaired solving two technology problems.</p> <p>The Town of Avon budget passed, resulting in the library receiving most of what it requested.</p> <p>The ACLB is seeking new Board members. Let Glenn know if anyone is interested in joining.</p> <p>The written librarian’s report also notes many accomplishments of staff on behalf of the library.</p> <p>The patio holes were filled and orange fencing removed. There were 5 unexplained leaks but everything seems to be working now.</p>	
Friends of the Library Report	<p>Joan reported that the May 12th Wine and Cheese reception for Members was a nice event, although fewer people attended than in the past.</p> <p>Lisa Berman was given an award by the Friends of Connecticut Libraries for exceptional service and individual achievement, for her work leading the Book Sale and developing Booktique. Jennifer will send her a note of appreciation on behalf of the Board.</p>	No Vote
Collection Development Policy	<p>Glenn had incorporated BOD members’ suggestions in the final draft. The only additional change agreed to was to delete periods in the General Objectives.</p> <p>Peter made a motion to accept and 2nd by Jennifer. (Approved)</p>	8 Yes
Alcohol Waiver Request for June 1	<p>An alcohol waiver was requested for an art show by artists Constance Patterson and Ashby Carlyle, June 1 from 4:30-7:30.</p> <p>Peter made a motion to accept and 2nd by Joan. (Approved)</p>	8 Yes
Request to Change June Meeting Date	<p>The June 20 BOD meeting conflicts with Avon High School’s graduation. The BOD agreed to move the meeting to June 13.</p>	8 Yes
Nomination for Vice President	<p>The Library’s by-laws call for having a Vice President of the Board. Carin nominated Fred Lin to take on this role. He will act in the capacity of President when Carin is not available.</p> <p>The BOD discussed potential candidates to replace one or two upcoming open seats. Candidates will be invited to join an upcoming Board meeting.</p> <p>Carin made the motion to nominate Fred, 2nd by Peter. (Approved)</p>	8 Yes
Strategic Planning Process	<p>The sub-committee will be Betsy, Jennifer, Peter and Amee. Glenn will join meetings as his schedule allows. Carin and Fred will be copied on any communications and discussions. Betsy will organize a sub-committee meeting before the June 13 BOD meeting to develop recommendations on the plan cycle and process to update it. It was suggested that the July Board Meeting might be fully focused on the new Strategic Plan.</p> <p>Glenn will resend the Best Practices Document, Cori Arnold’s report, and the compilation of accomplishments under the current plan for the subcommittee to review.</p>	No Vote
Old Business		
Website Update - Eric	<p>The deadline for releasing the new website is August 31. Eric is inclined to roll it out quickly following the usability testing. There will be a communication via a newsletter email. The site will be completely mobile responsive. The calendar is the only functional component that has completely changed. Adjustments can be made after launch.</p>	No Vote
Library Marketing Initiative Update	<p>The Marketing Committee’s focus is on creating a mailer to incent town residents without library cards, to get one, by touting the unique advantages of being a card holder. They reviewed Cori’s design and proposal for a mailing of 3 different pieces to test response rates. Rather than go with this approach, they took her ideas and created an 8 1/2x14 full color trifold including graphics and an application for a card. They recommend a mailing of approximately 1700 pieces. The goal will be to cull addresses and mail by June 30. Additional pieces will be available for the Farmer’s</p>	No Vote

	Market and inclusion in concert flyers. The BOD will be sent an electronic version to review before the June 13 meeting.	
Adjournment	Fred made the motion to adjourn the meeting and 2 nd by Anne. (Approved) Meeting adjourned at 8:45 pm per vote	8 Yes

Respectfully submitted by Betsy Bougere, May 26, 2017