

Avon Public Library BOD Meeting
BOD Room, Avon Public Library
Date: June 13, 2017

Item	Summary	Disposition																																																																	
Call to order	Meeting discussion opened with Librarian's report as there was not a quorum. Meeting was called to order by Fred Linn at 7:25 PM with a quorum.	Quorum = 7																																																																	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="342 384 678 415">Attendee</th> <th data-bbox="678 384 992 415">Role</th> <th data-bbox="992 384 1117 415">Voting</th> <th data-bbox="1117 384 1242 415">Present</th> <th data-bbox="1242 384 1367 415">Absent</th> </tr> </thead> <tbody> <tr> <td>Carin Salonia</td> <td>BOD President</td> <td>Y</td> <td></td> <td>Y</td> </tr> <tr> <td>Vince LoPresti</td> <td>CFO/Treasurer</td> <td>Y</td> <td>Y</td> <td></td> </tr> <tr> <td>Betsy Bougere</td> <td>Secretary</td> <td>Y</td> <td>Y</td> <td></td> </tr> <tr> <td>Glenn Grube</td> <td>Library Director</td> <td>N</td> <td>Y</td> <td></td> </tr> <tr> <td>Peter Anderson</td> <td>BOD Member</td> <td>Y</td> <td>Y</td> <td></td> </tr> <tr> <td>Anne Fitzgerald</td> <td>BOD Member</td> <td>Y</td> <td>Y</td> <td></td> </tr> <tr> <td>Eric Gauvin</td> <td>BOD Member</td> <td>Y</td> <td></td> <td>Y</td> </tr> <tr> <td>Fred Lin</td> <td>BOD Member</td> <td>Y</td> <td>Y</td> <td></td> </tr> <tr> <td>Amee Mody</td> <td>BOD Member</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> <tr> <td>Jennifer Shufro</td> <td>BOD Member</td> <td>Y</td> <td>Y</td> <td></td> </tr> <tr> <td>Paula Schwartz (Resigned)</td> <td>BOD Member</td> <td>Y</td> <td></td> <td>Y</td> </tr> <tr> <td>Joan Reiskin</td> <td>Friends of the Library</td> <td>Y</td> <td></td> <td>Y</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		Anne Fitzgerald	BOD Member	Y	Y		Eric Gauvin	BOD Member	Y		Y	Fred Lin	BOD Member	Y	Y		Amee Mody	BOD Member	Y	Y	Y	Jennifer Shufro	BOD Member	Y	Y		Paula Schwartz (Resigned)	BOD Member	Y		Y	Joan Reiskin	Friends of the Library	Y		Y	7 Voting Present
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	Review and Approvals																																																																		
Review and Adoption of Agenda	Peter opened with a request for motion to adopt the Agenda for the meeting as distributed. Anne made motion to accept and 2 nd by Jennifer (Approved) It was noted for future meetings that Paula Schwartz has resigned from the Board.	7 Yes																																																																	
Review and Approval of May Minutes	Anne made a motion to accept and 2 nd by Jennifer [Approved]	7 Yes																																																																	
Review and Approval of Treasurer's Reports	<p>April Report (10 months Jul-April 2017). Highlights:</p> <ul style="list-style-type: none"> • Gift income of \$884 included several donations for piano maintenance • Connecticut grant income of \$8,387 was more than anticipated • Equipment technology expense of \$3,722 included 2 NSI payments of \$1,500 each; 10 month expenses are \$470 over the YTD budget • \$240 in Publications, Printing included payment of 50% for postage for the recent Friends Newsletter • Gifts expense of \$2,597 includes \$2,000 for the Qello. (plan is for 6 concerts to be streamed into the Community Room this summer) • Total AvonCon expense was \$1,594 vs income of \$2,208 • Net ordinary income YTD is favorable to budget by \$21,731 <p>May Report (11 Months Jul-May 2017) Highlights:</p> <p>Mitnick fiscal year runs March 1-February 28. \$12,483 was received this month</p> <ul style="list-style-type: none"> • Farmer's Market income of \$1,610, reflects applications received from vendors @\$230 each • Gift expense of \$6,227 includes \$4,700 for an Envisionwear document scanner • Net ordinary income continues favorable to budget by \$19,032 primarily due to \$13,000 from Mitnick income and additional \$4000 from Connecticut <p>Jennifer made a motion to accept and 2nd by Anne. (Approved)</p>	7 Yes																																																																	

	New Business	
Librarian's Report	<ul style="list-style-type: none"> • Library Board member, Richard Bunnell passed away on May 15. • The Courtyard is open to the public after one year of digging and repairs on the HVAC system. Emergency exits can be used from the Community Room, and patio furniture was moved back meeting is scheduled to discuss next steps. The Town hired a firm to review all documentation and a report will be provided. • Three new interns were hired for the summer, funded by the Friends of Avon Library. • Marisa, Tina, Barbara and Patrice attended BookExpo 2017 in New York City and returned with a number of ARC books to use as summer reading prizes • Glenn, Jess and Rhoda attended the CLA Annual Conference in Groton, CT where Jess won a Best In-House video publicity award for her White Room video • RFID conversion continues with almost 60,000 items converted (more than ½ the collection) and over 7,000 items discarded due to content or condition. Process is efficiently updating the catalogue as well as the collection. • 2nd annual Art Day May 5 was a splendid success • The Avon Education Foundation awarded a grant of \$3,000 to the library to purchase a collection of Launchpads, pre-loaded children's learning tablets with topics ranging from STEM, math, critical thinking, early literacy, art and more. • Summer Saturdays begin July with hours reduced to 10:00-1:00 • Children's Department, Hilary Kenard, will depart to take on a full-time role at Simsbury Library. Other part time staff will help fill in the hours during summer while we search for a replacement • The Board discussed several potential candidates to fill in the 2 current Board vacancies; if the discussions go forward, they will join a Board meeting in September to assess their interest. • Glenn provided an update on the deliverIT task force recommendation to cap at a maximum of three bins of books per day per library (about what Avon generates, but a hardship for larger libraries) • Farmer's Market begins Monday July 3, 4:00-7:00 • The BOD will meet July 18, 7:00 for a Strategic Planning session 	No Vote
Friends of the Library Report	In Joan's absence, no report was submitted. However, note from the Librarian's report that the Author Luncheon will be October 27 at the North House, with Chris Bohjalian. Advance ticket sales will open to Friends in August; public sales will open in September.	No Vote
Memorial Options for Board Member	<p>Glenn shared that generally the library dedicates an object, a program or books. In memoriam for Richard Bunnell, the ideas of planting a tree, dedicating a program or dedicating a shelf of books in his areas of interest with a plaque were discussed. Glenn will reach out to his wife to ask her opinion.</p> <p>Family members who have lost a child to suicide have asked to dedicate a tree. Jennifer suggested considering a program around the series "13 reason" facilitated by a healthcare specialist. Glenn will follow up with the group for a final resolution.</p>	No Vote
	Old Business	
Library Marketing Initiative Update	<p>Peter presented the PR-Marketing Committee's final draft of the marketing piece targeted at 1700 households who do not have active library cards. A recommendation was made to double check with Mystic and other attractions to ok use of their logo.</p> <p>Jennifer moved to accept subject to logos being confirmed by Glenn. 2nd by Anne. (Approved)</p>	7 Yes
Strategic Planning Update	<p>Betsy reviewed the Strategic Planning Sub Committee June 6 kick off meeting minutes.</p> <p>Discussed the proposed agenda for the July 18 BOD meeting focused on setting strategic direction for the plan. To understand the interests of the School System, Jennifer had spoken to</p>	7 Yes

	<p>Amanda Kosky, HS Librarian who said she would like to get more involved. Glenn offered to reach out to her in August. Technology and the White Room might be a shared interest.</p> <p>We discussed the approach to interviewing key library staff. Ameer will take the lead in developing the structure and approach.</p> <p>Anne volunteered to send us the research she had done 3 years ago with Farmington Woods residents (done)</p> <p>Jess attended a conference on writing a strategic plan; Glenn will share the Power Point presentation</p> <p>The subcommittee made 3 recommendations for BOD approval:</p> <ul style="list-style-type: none"> • Move from a 3 year plan period to a 5 year period, with review and update annually at the July Board meeting • Move the annual budget meeting to June (in 2018) to assure that the budget is known prior to the annual July Strategic Plan review and update • Move that the July 18, 2017 Board meeting be dedicated to setting the strategic direction for the development of the 2018-2023 Strategic plan <p>Fred requested a motion to approve the three recommendations. Peter made a motion to accept, 2nd by Anne. (approved)</p>	
Adjournment	Fred made the motion to adjourn the meeting and 2 nd by Anne. (Approved) Meeting adjourned at 9:04 pm per vote	7 Yes

Respectfully submitted by Betsy Bougere, June 19, 2017