

**Avon Public Library BOD Meeting**  
**BOD Room, Avon Public Library**  
**Date: September 19, 2017**

Item	Summary					Disposition																																																																	
Call to order	Meeting was called to order by Fred Lin at 7:00.					Quorum = 7																																																																	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="345 352 675 384">Attendee</th> <th data-bbox="675 352 992 384">Role</th> <th data-bbox="992 352 1117 384">Voting</th> <th data-bbox="1117 352 1242 384">Present</th> <th data-bbox="1242 352 1367 384">Absent</th> </tr> </thead> <tbody> <tr> <td data-bbox="345 384 675 415">Carin Salonia</td> <td data-bbox="675 384 992 415">BOD President</td> <td data-bbox="992 384 1117 415">Y</td> <td data-bbox="1117 384 1242 415"></td> <td data-bbox="1242 384 1367 415">Y</td> </tr> <tr> <td data-bbox="345 415 675 447">Fred Lin</td> <td data-bbox="675 415 992 447">Vice President</td> <td data-bbox="992 415 1117 447">Y</td> <td data-bbox="1117 415 1242 447">Y</td> <td data-bbox="1242 415 1367 447"></td> </tr> <tr> <td data-bbox="345 447 675 478">Vince LoPresti</td> <td data-bbox="675 447 992 478">CFO/Treasurer</td> <td data-bbox="992 447 1117 478">Y</td> <td data-bbox="1117 447 1242 478">Y</td> <td data-bbox="1242 447 1367 478"></td> </tr> <tr> <td data-bbox="345 478 675 510">Betsy Bougere</td> <td data-bbox="675 478 992 510">Secretary</td> <td data-bbox="992 478 1117 510">Y</td> <td data-bbox="1117 478 1242 510">Y</td> <td data-bbox="1242 478 1367 510"></td> </tr> <tr> <td data-bbox="345 510 675 541">Glenn Grube</td> <td data-bbox="675 510 992 541">Library Director</td> <td data-bbox="992 510 1117 541">N</td> <td data-bbox="1117 510 1242 541">Y</td> <td data-bbox="1242 510 1367 541"></td> </tr> <tr> <td data-bbox="345 541 675 573">Peter Anderson</td> <td data-bbox="675 541 992 573">BOD Member</td> <td data-bbox="992 541 1117 573">Y</td> <td data-bbox="1117 541 1242 573">Y</td> <td data-bbox="1242 541 1367 573"></td> </tr> <tr> <td data-bbox="345 573 675 604">Anne Fitzgerald</td> <td data-bbox="675 573 992 604">BOD Member</td> <td data-bbox="992 573 1117 604">Y</td> <td data-bbox="1117 573 1242 604">Y</td> <td data-bbox="1242 573 1367 604"></td> </tr> <tr> <td data-bbox="345 604 675 636">Eric Gauvin</td> <td data-bbox="675 604 992 636">BOD Member</td> <td data-bbox="992 604 1117 636">Y</td> <td data-bbox="1117 604 1242 636">Y</td> <td data-bbox="1242 604 1367 636"></td> </tr> <tr> <td data-bbox="345 636 675 667">Amee Mody</td> <td data-bbox="675 636 992 667">BOD Member</td> <td data-bbox="992 636 1117 667">Y</td> <td data-bbox="1117 636 1242 667">Y</td> <td data-bbox="1242 636 1367 667"></td> </tr> <tr> <td data-bbox="345 667 675 699">Jennifer Shufro</td> <td data-bbox="675 667 992 699">BOD Member</td> <td data-bbox="992 667 1117 699">Y</td> <td data-bbox="1117 667 1242 699"></td> <td data-bbox="1242 667 1367 699">Y</td> </tr> <tr> <td data-bbox="345 699 675 730">Joan Reiskin</td> <td data-bbox="675 699 992 730">Friends of AFPL</td> <td data-bbox="992 699 1117 730">Y</td> <td data-bbox="1117 699 1242 730">Y</td> <td data-bbox="1242 699 1367 730"></td> </tr> <tr> <td data-bbox="345 730 675 762">David Howe</td> <td data-bbox="675 730 992 762">Guest</td> <td data-bbox="992 730 1117 762">N</td> <td data-bbox="1117 730 1242 762">Y</td> <td data-bbox="1242 730 1367 762"></td> </tr> </tbody> </table>					Attendee	Role	Voting	Present	Absent	Carin Salonia	BOD President	Y		Y	Fred Lin	Vice 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		Amee Mody	BOD Member	Y	Y		Jennifer Shufro	BOD Member	Y		Y	Joan Reiskin	Friends of AFPL	Y	Y		David Howe	Guest	N	Y		8 Voting Present
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	<b>Review and Approvals</b>																																																																						
Review/ Adoption of Agenda	Anne made a motion to accept and 2 <sup>nd</sup> by Joan (Approved)					8 Yes																																																																	
Review/ Approval of June Minutes	Peter made a motion to accept and 2 <sup>nd</sup> by Amee [Approved]					8 Yes																																																																	
Review/ Approval of Treasurer's Reports (July and August)	<p>The new fiscal year started in July. The 2017-18 budget is still work in progress. There are several items to resolve impacted by seasonality/timing. Glenn and Vince will go over the current year budget in more detail in October. Highlights:</p> <ul style="list-style-type: none"> <li>• Mitnick income of \$14,488 exceed expectations of \$12,500 by \$1,988. Mitnick's fiscal year Feb 28 end /March 1 start does not align with the AFPL fiscal year calendar. They give their first disbursement in the last quarter of our year. Need to revisit the budget to see how/if we should adjust for this</li> <li>• Gift income of \$8,168 included \$1,000 from Carmon Funeral Home and a \$7,000 anonymous donation</li> <li>• Net ordinary income YTD is favorable to budget by \$11,004 due to the Mitnick and Gift amounts over anticipated</li> <li>• A CD for \$50K matured and, in accordance with our laddering strategy, a 5 year CD was purchased for \$50K from Goldman Sachs at 2.3%</li> </ul> <p>Anne made a motion to accept and 2<sup>nd</sup> by Eric (Approved)</p>					8 Yes																																																																	
	<b>New Business</b>																																																																						
Librarian's Report	<ul style="list-style-type: none"> <li>• With Eric's leadership and intense staff support, the new website (same address <a href="http://www.avonctlibrary.info">www.avonctlibrary.info</a>) launched 9/1. It included a feedback form to gather reactions. Staff training is ongoing and additional details are being addressed. It will greatly improve efficiency, communications and calendaring.</li> <li>• RFID project is complete 9/1 with 99% of materials tagged. The cost was \$42,000, funded by the expansion fund. 1/3 of the expense will be reimbursed by a grant from the Hartford Foundation for Giving. This will simplify the check-out process for patrons and check out and in process for staff, as well as search for materials. Discussed the pros and cons of a security gate and/or automated book return and resolved that we don't have the volume to warrant the expense and cost of an ongoing service contract.</li> </ul>					No Vote																																																																	

	<ul style="list-style-type: none"> <li>In an effort to boost card membership, a mailer encouraging getting a library card was sent to 1700 households. Thus far, 15 have returned for cards, or 1%, which Eric said is an average return rate. Glenn will also hand the mailer out at Avon Day. He will talk to the Newcomers club to ask that they include the mailer in their welcome materials.</li> <li>The Wright Brothers glider is complete and will be hung.</li> <li>The digitization station is up and running and well received.</li> <li>The Avon banner project funded by the CT Humanities grant program and managed jointly with the Historical Society, received a proclamation from state senators and representatives.</li> <li>Stats measuring 2016-2017 use are generally down. More detail will be supplied at the October meeting. Delivery service reduction is impacting holds for popular books that we do not have. LCI will deliver to the 30 libraries in its system.</li> <li>Children and Teen Services had a record breaking summer read program with 1220 readers reading 15,004 books! 91 programs were held attended by 3,669 people.</li> </ul>	
Friends of the Library Report	<ul style="list-style-type: none"> <li>Membership is slightly lower, close to 600, but their donations are up.</li> <li>Friends are sponsoring the Amazing Castle Project, likely January – May. Waiting for the sign off from Public Works. This will be the first installation on the east coast.</li> <li>The annual book sale is 10/13-10/15</li> <li>The Author Luncheon will be October 27 at the North House, with Chris Bohjalian. Public sales opened in September.</li> </ul>	No Vote
Approval: 2018 Library Calendar	<ul style="list-style-type: none"> <li>Betsy made a motion to approve the library calendar, 2<sup>nd</sup> by Peter. (Approved)</li> </ul>	8 Yes
Approval:2018 Board meeting dates	<ul style="list-style-type: none"> <li>Agreed to move the 9/18 Board meeting to 9/25, due to Yom Kippur. Eric made a motion to approve as amended, 2<sup>nd</sup> by Joan</li> </ul>	8 Yes
ACLB 2017 Trustee Leadership Conference	<ul style="list-style-type: none"> <li>Board members should let Glenn or Leona May know if they can attend 11/3, 9:15-2:30 by the next Board meeting</li> </ul>	No vote
<b>Old Business</b>		
Strategic Planning Update	<ul style="list-style-type: none"> <li>Power points reviewing the outcomes of the July 18 planning meeting and the sub-committee's initial structural ideas were discussed.</li> <li>Discussed approaches to seeking input from others. Peter and Ameer are interviewing key library staff. Glenn will conduct a survey of patrons at Avon Day and in the library.</li> <li>The Board suggested clarifying the topic on development for patrons and staff.</li> <li>Next Board review of the plan will be at the November meeting.</li> </ul>	No vote
Memorial Options for Board member	<ul style="list-style-type: none"> <li>Recommendation to buy science fiction books, create a bookplate and dedicate a shelf with a plate to "Ned" Bunnell. Others can contribute to this as well. Peter made the motion to allocate \$1000 for this from Collections budget, 2<sup>nd</sup> by Vince. (Approved)</li> </ul>	8 Yes
Tour of new web site	<ul style="list-style-type: none"> <li>Eric noted the following features: improved navigation, branding look and feel; promotional banners up front, events calendar is the workhorse; WordPress provides robust content management system; search capacity will cut down on questions.</li> <li>Site will better distribute the work to staff and improve productivity.</li> <li>Future idea for the PR and Marketing Committee: publish pictures and background of staff and possibly Board members as well.</li> </ul>	
Adjournment	Fred made the motion to adjourn the meeting and 2 <sup>nd</sup> by Anne. (Approved) Meeting adjourned at 9:04 pm per vote	8 Yes

Respectfully submitted by Betsy Bougere, October 10, 2017