

Avon Public Library BOD Meeting
BOD Room, Avon Public Library
Date: October 17, 2017

Item	Summary	Disposition																																																																						
Call to order	Meeting was called to order by Carin Salonia at 7:35.	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>Fred Lin</td> <td>Vice 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>Anne Fitzgerald</td> <td>BOD Member</td> <td style="text-align: center;">Y</td> <td></td> <td style="text-align: center;">Y</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>Dave Howe</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></td> <td style="text-align: center;">Y</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>Joan Reiskin</td> <td>Friends of AFPL Representative</td> <td style="text-align: center;">Y</td> <td></td> <td style="text-align: center;">Y</td> </tr> <tr> <td>Margaret Tilney</td> <td>Guest</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		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		Dave Howe	BOD Member	Y	Y		Amee Mody	BOD Member	Y		Y	Jennifer Shufro	BOD Member	Y	Y		Joan Reiskin	Friends of AFPL Representative	Y		Y	Margaret Tilney	Guest	N	Y		8 Voting Present
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	Review and Approvals																																																																							
Review/ Adoption of Agenda	Fred made a motion to accept and 2 nd by Jennifer (Approved)	8 Yes																																																																						
Review/ Approval of September Minutes	Peter made a motion to accept and 2 nd by Betsy [Approved]	7 Yes (1 Abstain)																																																																						
Review/ Approval of Treasurer's Reports (12 Months Jul-Jun 2017)	<ul style="list-style-type: none"> • Mitnick FY income of \$63,060 exceeded budget of \$50,000 by \$13,060. Mitnick's • Connecticut FY income of \$8,387 exceeded budget of \$4,500 by \$3,887 • Mitnick Expense of \$55,870 were under budget of \$57,700 by \$1,830; total expenses were under budget by \$2,398 • Net FY ordinary income was favorable to budget by \$20,685 due to the Mitnick and Connecticut amounts <p>The Board discussed two proposals to support future expenses and financial sustainability</p> <ul style="list-style-type: none"> • Consider identifying the funds held in the money market fund as an unallocated "Rainy Day" fund for needs other than technology (an idea raised by Dave and also during strategic plan discussions) • Move the 2016-2017 \$20,685 surplus to the 2017-2018 Technology Capital Account. This would support significant anticipated expenses for a new and back-up server, and new desktop PCs with Windows 10 installed, as described in the Technology Plan. It was noted that through the Town, we use a virtual server for various applications. Further consideration will be given to cloud capacity vs. bigger spends on hardware. 	8 Yes																																																																						
(3 Months Jul-Sept 2017)	<ul style="list-style-type: none"> • Highlight was that gift income of \$8,409, exceeded budget of \$5,000 by \$3,409. Some bills for the quarter are still outstanding. Result is \$5,185 net income favorable to budget. <p>Dave made a motion to accept and 2nd by Betsy (Approved)</p>																																																																							

	New Business	
Librarian's Report	<ul style="list-style-type: none"> • Dave Howe was elected to the Library Board • The new library website received positive feedback and heavy traffic from users. Eric commented that 1/3 of the traffic may now be from i phones which could not access the prior website. Jess is continuing to train staff on creating and managing events on the site, and creating posts and connecting web content to the Constant Contact email marketing tool • Middle School and High School outreach visits resulted in 117 new or renewed library cards issued • The 2016 <i>Avon Reads: One Book Program</i> series on <u>The Wright Brothers</u> wrapped up when staff from Public Works hung the model airplane constructed through a community build project in the atrium • 4 new staff members were hired in Children's and Teen Services. 339 teens have registered and signed up for the Teen 4G afterschool program, completing parent contact information and acknowledging the program's rules • Outreach included the Library booth at Celebrate Avon Day, where card holders competed a survey on library services (data is useful in our strategic planning). Glenn addressed 22 new residents of Avon at the Newcomers Clubs on Library programs and services • Glenn and Jen Bennett, Avon Senior Center Director, met to discuss ways that public libraries and social workers can work together to improve services to (underserved) residents with information or social service needs and to encourage their respective professional organizations to partner on programs and services that serve our overlapping clientele • The LCI Consortium is providing supplemental delivery service to its members to support the gap created by the Connecticut State Library's cap of no more than 3 bins of pick-up and delivery per day. This will support Avon's needs at this time. • Preparation for the Hadsell Photography exhibit in the Gallery was finalized 	No vote
Friends of the Library Report	<ul style="list-style-type: none"> • Friends welcomed two new Board members, Lynn Katz who will be Co-President with Peggy Beauregard, and Caroline Starr • Membership renewals are up by 18% thus far • It has been agreed to not host a Friends Wine and Cheese this year, but rather to have a Friends only event in the Amazing Castle • The book sale made \$11,627 and the Booktique \$5,448 thus far this year • The Author Lunch on Friday October 27 has 150 people attending • Discussion is underway on the Spectacular Animal Adventures Children's Program 	No vote
Full time Employees Schedules	<ul style="list-style-type: none"> • Glenn briefed the Board on his review of the staff work schedule and use of compensatory time when staff are required to work significant additional hours. He shared a proposed Library Work Schedule for Full Time Employees. He asked the Board to approve this schedule for one month until research is completed on the matter. <p>Jennifer made a motion to accept, 2nd by Vince (Approved)</p>	8 Yes
	Old Business	
ACLB 2017 Trustee Leadership Conference, Nov 3.	<ul style="list-style-type: none"> • Glenn reminded to Board of the meeting and encourage all to attend who could. 	No vote
Memorial Options for Board member	<ul style="list-style-type: none"> • Glenn has identified a shelf and a proposed plaque for the memorial for Board Member, Richard Bunnell. Science Fiction and U S History books have been ordered 	No vote
Adjournment	Betsy made the motion to adjourn the meeting and 2 nd by Fred. (Approved) Meeting adjourned at 8:30 pm per vote	8 Yes

Respectfully submitted by Betsy Bougere, November 12, 2017