

**Avon Public Library BOD Meeting**  
**BOD Room, Avon Public Library**  
**Date: November 21, 2017**

Item	Summary					Disposition
Call to order	Meeting was called to order by Carin Salonia at 7:00					Quorum = 7
	<b>Attendee</b>	<b>Role</b>	<b>Voting</b>	<b>Present</b>	<b>Absent</b>	9 Voting Present
	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		
	<b>Review and Approvals</b>					
Review/ Adoption of Agenda	Anne made a motion to accept and 2 <sup>nd</sup> by Betsy (Approved)					9 Yes
Review/ Approval of Annual Meeting Minutes	Anne made a motion to accept, as amended, showing Fred Lin as present, and 2 <sup>nd</sup> by Dave [Approved]					7 Yes, 2 Abstain
Review/ Approval of October Meeting Minutes	Peter made a motion to accept and 2 <sup>nd</sup> by Dave (Approved)					7 Yes 2 Abstain
Review/ Approval of Treasurer's Report	<p>Vince was not present therefore the formal Treasurer's Report was not discussed. Glenn offered a brief snapshot of the Profit &amp; Loss Budget vs. Actual activity YTD.</p> <ul style="list-style-type: none"> <li>• Copier income is trending low vs. budget. Gift income is trending high vs. budget</li> <li>• Total Income is actually close to budget as a \$3500 check deposited 11/2 is not reflected in the October summary</li> <li>• Expenses for Admin Services and fees are high vs. budget due to payments made for D&amp;O Liability Insurance, CPA tax return, and ACLB Conference 11/3/17</li> <li>• Expenses for professional development are under budget as there was no charge for Glenn to attend the New England Library Association Conference</li> <li>• Overall, actuals will reflect a surplus once the deposit is recorded</li> </ul>					No Vote
	<b>New Business</b>					
Librarian's Report	<ul style="list-style-type: none"> <li>• Historic Photo Exhibit of Avon, The Hadsell Brothers: Avon in Photographs and Words 1899-1919 opened in the gallery to much acclaim</li> <li>• Glenn presented at the New England Library Association's annual conference in Burlington, VT. He attended a valuable program on Library assessment, which suggested selecting peer libraries to measure outcomes against</li> <li>• Kari Ann attended CLASS (Ct Library Association Support Staff) Conference to learn about development for support staff. She will be on the Conference Planning Committee next year</li> <li>• The new 3D printing community project (Tourbillon clock) and the children's art studio were covered by the Hartford Courant</li> <li>• Tina presented at the Connecticut Digital Archive's Open Data Forum</li> </ul>					No vote

	<ul style="list-style-type: none"> <li>• Marisa attended Penguin Random House Publisher’s annual Book Buzz where 15 publishers present new publications. She spent a day at Avon High School talking about new books to 172 teens in 6 sessions, a great start to this year’s book talks!</li> <li>• Glenn noted building enhancements: window replacement in Children’s room with new gutters, curb ramps in parking area, carpet cleaning</li> <li>• Budget was submitted to the Town Manager with itemized requests for funds to meet specific needs</li> <li>• The idea of a Family “one card” was discussed. There is not yet software that can report on Individual card use (to support metrics) while offering the convenience of a family view of borrowed items</li> </ul>	
Friends of the Library Report	<ul style="list-style-type: none"> <li>• Friends of Avon Library held a successful book sale (\$11,000) and author luncheon (165 attendees)</li> <li>• Membership drive brought in 419 members to date</li> <li>• The Amazing Castle installation will arrive 1/22 and programming will run through May, taking over ½ the space in the Children’s room</li> <li>• Friends will host a children’s program on 12/16- Holidays Around the World</li> <li>• Friends were pleased to approve the Library’s Wish List for the next year, presented by Glenn</li> </ul>	No vote
January Meeting Date	The 1/16 scheduled Board meeting date conflicts with the Norman Rockwell Freedom of Speech program. Carin made a motion to move the meeting to Monday, 1/22 and 2 <sup>nd</sup> by Eric (Approved) (Jennifer volunteered to be Secretary if Betsy is away)	9 Yes
Alcohol waiver for Friends of Library Membership Event	Friends have requested a waiver of the no-alcohol policy for the Amazing Castle membership event 2/2 (snow date 2/9). Carin made a motion to approve and 2 <sup>nd</sup> by Anne. (Approved)	9 Yes
<b>Old Business</b>		
Strategic Planning Update	<p>Glenn briefed the Board on the sub-committee’s analysis in support of the plan development:</p> <ul style="list-style-type: none"> <li>• Recommendation of essential and enhanced best practices to add, from a review of Best Practices in Connecticut Libraries, ACLPD Library Standards, April 10, 2017. Discussed also looking at where we want to be exemplary vs enhanced as a next review. Carin suggested a 3 scale maturity model (current state, future state and alignment) to target where we want to be 1-2-3 years out</li> <li>• Results from the community survey held at Avon day and after</li> <li>• Summary findings from the staff interviews</li> <li>• An initial draft of a data driven assessment based on multiple factors (Circulation, Visits, Program Attendance, Computer Use etc.) then broken down by an activity indicator –per capita, per \$ budget, per service hour. Compare the outcome to 14 comparable libraries and track progress over time</li> </ul> <p>Betsy described the current recommended plan structure and six high level areas of strategic focus. Next steps will be to circulate the plan draft to Board Members on or before December 4, and meet 1x1 with each member to gather feedback and answer questions before December 14. Additionally, the Marketing, Communications and Public Relations Sub-Committee was asked for additional input in that area. An updated version of the plan will be sent to the Board in preparation for a full discussion on December 19.</p>	No vote
Full Time Employees Schedule	<p>Glenn summarized status of the Board Approved full-time employee work schedule. He has discussed the approach with 9 other libraries and found that all were managing worktime schedules with very similar approaches that allowed for flexibility. He reviewed the published schedule with all full-time staff.</p> <p>Next step is for the Board to develop and vote on a formal statement of authorization articulating Board granted authority to the Director for schedule management.</p>	No vote

ACLB 2017 Trustee Leadership Conference Nov 3	Recap of this professional development opportunity for Board members was tabled until the December meeting due to time constraints.	
Adjournment	Betsy made the motion to adjourn the meeting and 2 <sup>nd</sup> by Fred. (Approved) Meeting adjourned at 8:30 pm per vote	9 Yes

**Respectfully submitted by Betsy Bougere, December 13, 2017**