

**Avon Public Library BOD Meeting**  
**BOD Room, Avon Public Library**  
**Date: January 22, 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>	12 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	BOD Member	Y	Y		
	Lynn Katz	Co-President, Friends	N	Y		
<b>Review and Approvals</b>						
Review/ Adoption of Agenda	Peter made a motion to accept and 2 <sup>nd</sup> by Eric (Approved)					10 Yes 2 Late
Review/ Approval of December Meeting Minutes	The minutes were discussed and amended to correct several errors and an omission. Peter made a motion to accept and 2 <sup>nd</sup> by Fred (Approved)					10 Yes 2 Abstain
Review/ Approval of Treasurer's Report	<p>Income: Gift income received in December of \$7,450 exceeded expectations resulting in YTD gift income of \$17,752 vs budget of \$10,000. YTD income is \$4,333 favorable to budget.</p> <p>Expenses: No material expenses to note. Professional development expenses are \$1,499 under YTD budgeted amount of \$1800 due to timing issues. Staff will attend future events. The Connecticut expense line is \$4,550 positive to budget and must be spent this year to benefit the library.</p> <p>Overall, YTD income is \$12,029 favorable to expenses primarily due to favorable gift income, Connecticut and professional development line items.</p> <p>Dave made a motion to approve the November Treasurer's report, 2<sup>nd</sup> by Joan (Approved)</p>					12 Yes
<b>New Business</b>						
Librarian's Report	<ul style="list-style-type: none"> <li>• Children's staff finalized plans for the Amazing Castle installation which will open in late January 25. The Board was made aware of an unanticipated expense of \$1,100 related to acquiring adequate insurance for the exhibit. Glenn may recommend allocating this expense to the Connecticut fund mentioned in the Treasurer's report.</li> <li>• Saturday hours resumed December 3 and will run through April.</li> <li>• The Four Freedoms Programming series, sponsored by the Avon Taxpayer's Association, kicked off with 64 people attending the first lecture.</li> <li>• The local history website, <a href="http://www.avonhistory.info">www.avonhistory.info</a>, was migrated to the new webhost WP Engine.</li> <li>• Circulation staff are now using the portable RFID reader to search for misplaced or miscataloged items in the collection.</li> </ul>					

	<ul style="list-style-type: none"> <li>• OmniData completed an assessment of network technology resulting in a recommendation to improve the wireless network and security cameras. The technology capital fund can support the wireless improvement.</li> <li>• Glenn and Library Board Treasurer, Vince LoPresti met with the Town Manager and his assistant to review the library's budget request for the 2018-19 fiscal year. Major components were funding for Wednesday open hours, the collection, and staff professional development. The Library will present the budget at the Town Budget Workshop, Saturday 2/24 at 8:20 in Town Council Chambers. Board Members are invited to attend.</li> <li>• The State Library Connecticard program is renamed Borrow-It. The program channels funding to libraries for their support of out of town borrowing requests. It is unclear whether funding in the state budget for this will remain in April or May when the grant is paid. State funding for databases Heritage Quest and ABI-Inform is cut for April – June.</li> <li>• Water leaks came through the ceiling tiles in the Computer Room. There was no damage to the equipment. The situation is being assessed. HVAC is running at 7/8's capacity despite the cold temperatures.</li> </ul>	No vote
Friends of the Library Report	<ul style="list-style-type: none"> <li>• Joan introduced Lynn Katz, Co-President of Friends to the Board.</li> <li>• Joan reported that Friends has now in excess of 518 members.</li> <li>• There will be a reception for members to celebrate the Amazing Castle, sponsored by the Friends, on Friday 2/2 and another event including a Magic Show for children on 3/3.</li> <li>• Board members are invited to sit in Friends Board meetings the first Wednesday morning of every month at 10:00 in the Board Room.</li> </ul>	No vote
Programming Policy	<p>Information has been requested from the American Library Association regarding Library programming policy guidelines, as well as sample programming policies. Once received, the Administration and Operations Committee of the Board will review and draft a Programming Policy for the Board's review and approval. They will review the Room Use Policy in conjunction with this.</p> <p>Fred Lin, Vice President of the Board, will communicate an update to the Avon resident whose concern raised awareness of the need for a policy.</p>	No vote
Volunteers for Secretary for February and March Meetings	Jennifer volunteered to act as Secretary for the February Board Meeting and Eric volunteered to do the same in March.	No vote
<b>Old Business</b>		
Strategic Planning Update	<p>Glenn shared the most recent draft of the 2017-2022 Strategic Plan. He, Betsy and Peter described the changes and requested the Board Members' final review and comments by 1/31. Betsy laid out next steps:</p> <ul style="list-style-type: none"> <li>• 2/20 BOD Meeting: Review and discuss metrics</li> <li>• 3/20 BOD Meeting: Vote to approve Plan</li> <li>• TBD: Refine the reporting format and align staff and Board members with certain goals and action steps</li> <li>• TBD: Create and produce Strategic Plan communications (PPT, Trifold)</li> <li>• 7/17: BOD Meeting: Review of 2017-2018 Strategic Plan outcomes and future priorities</li> </ul>	
Adjournment	Anne made the motion to adjourn the meeting and 2 <sup>nd</sup> by Vince. (Approved) Meeting adjourned at 8:45 pm per vote.	12 Yes

Respectfully submitted by Betsy Bougere, January 31, 2018