

**Avon Public Library BOD Meeting**  
**BOD Room, Avon Public Library**  
**Date: February 20, 2018**

Item	Summary					Disposition
Call to order	Meeting was called to order by Carin Salonia at 7:00 p.m.					Quorum = 7
	<b>Attendee</b>	<b>Role</b>	<b>Voting</b>	<b>Present</b>	<b>Absent</b>	Voting Present - 10
	Carin Salonia	BOD President	Y	Y		
	Fred Lin	Vice President	Y	Y		
	Vince LoPresti	CFO/Treasurer	Y	Y		
	Betsy Bougere	Secretary	N	N	Y	
	Glenn Grube	Library Director	N	Y		
	Peter Anderson	BOD Member	Y	Y		
	Anne Fitzgerald	BOD Member	Y	Y		
	Eric Gauvin	BOD Member	N	N	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	N	N	Y	
	Margaret Tilney	BOD Member	Y	Y		
	Lynn Katz	Co-President, Friends	Y	Y		
	<b>Review and Approvals</b>					
Review/ Adoption of Agenda	Anne made a motion to accept the Agenda and Vince seconded this motion. (Approved)					10 Yes
Review/ Approval of January Meeting Minutes	<p>The minutes were reviewed by the Board and a few typographical errors were noted by Dave and Fred. The minutes were amended to reflect these changes.</p> <p>Amee made a motion to accept the minutes (as amended) and Peter seconded this motion. (Approved)</p>					10 Yes
Review/ Approval of Treasurer's Report	<p>Income: January gift income totaled \$6,210, resulting in a YTD gift income of \$23,962, which exceeds the YTD budget of \$11,666. YTD income is favorable to budget by \$8,745.</p> <p>Expenses: Equipment technology expenses for the month of January totaled \$3,013. This reflects payments to vendor, NSI, for January and February invoices. With regard to gift expenses, a \$4,450 expense was noted for the purchase of a new online learning platform, Gale Courses. Vince noted Connecticut fund expenses, in the amount of \$1,145, to cover the unanticipated and additional insurance costs relating to the Amazing Castle exhibit. An additional \$1,300 of the Library's Connecticut funds is earmarked for new blinds for the Children's Room and Community Room. The Connecticut funds must be spent by year end.</p> <p>Overall: YTD income is \$13,292 favorable to expenses primarily due to gift income. At the end of January, total assets, not including the expansion funds, were \$272,232.</p> <p>Dave made a motion to approve the January Treasurer's report and Margaret seconded this motion. (Approved)</p>					10 Yes
	<b>New Business</b>					
Librarian's Report	<ul style="list-style-type: none"> <li>• The Amazing Castle arrived at the Library and was assembled within 3 days of delivery. The Dragon Tower did not fit up the stairs, so it remains in the Library's foyer. The Amazing Castle exhibit opened to the public on January 25<sup>th</sup>, 2018.</li> <li>• The Library added a new online learning platform, Gale Courses, to the collection of electronic resources it offers, and this resource has been well received by the Library users.</li> </ul>					No vote

	<ul style="list-style-type: none"> <li>• The Four Freedoms program concluded with a trip to the Norman Rockwell Museum, with total attendance for the series at over 250.</li> <li>• Children and Teen Services page Becca Shillington resigned and Catherine Cavanaugh was hired to replace her.</li> <li>• The Library, along with all Town offices, was closed on January 4<sup>th</sup> due to a winter storm.</li> <li>• The Library's Wi-Fi sign in page has been revamped and a short survey was added: "Why are you using our Wi-Fi today?"</li> <li>• Glenn summarized various budget issues, including federal and state cuts and remedies sought to accommodate loss of revenue for programs.</li> <li>• The Town Budget Workshop will be held on Saturday, February 24<sup>th</sup> at 8:00 at Town Council Chambers. Board members are invited to attend.</li> <li>• The Town Manager has agreed to support partial funding for Wednesday evening hours. The Library received 80% of the requested additional funding to keep the Library open on Wednesday evenings until 8:30 and Glenn will be considering options for how to accommodate the increase in hours, in light of the increase in funds. Jess was granted a 2% raise and the Library received an additional \$2,000 for books and periodicals for this next year.</li> </ul>	
Friends of the Library Report	<ul style="list-style-type: none"> <li>• Lynn reported that the Friends' membership has increased to 540 this past month.</li> <li>• The Storm the Castle party celebrating the Amazing Castle exhibit was held on February 2nd and it was a success despite bad weather that kept many from attending.</li> <li>• Lynn informed the Board that Peter would be stepping down as the head of the "Sundays at 3" music series. The Board recognized Peter's outstanding efforts over the past 6 years and Lynn informed the Board that Francine Hunter would be taking over when Peter's tenure is up. There remain 3 more concerts this winter, including a March 4<sup>th</sup> performance by violinist Sirena Huang, where Carin Salonia will make welcoming remarks.</li> </ul>	No vote
Request for Alcohol Policy Waiver	Glenn presented a request for an Alcohol Policy waiver from Reference and Adult Services who are hosting an evening author event on March 29 <sup>th</sup> for the launch of Jill Santopolo's most recent novel. Anne made a motion to grant the waiver, Dave seconded the motion, and the motion was unanimously accepted by the Board.	10 Yes
<b>Old Business</b>		
Programming Policy Update	<ul style="list-style-type: none"> <li>• Glenn updated the Board on the progress to date of the Administration and Operations Committee, which met this past month to review and discuss the Room Use Policy and to draft a Programming Policy. The committee reviewed various sample programming policies, the American Library Association's programming guidelines, and various 1<sup>st</sup> Amendment issues pertaining thereto.</li> <li>• The committee will be making minor revisions to the Room Use Policy and will be drafting a Programming Policy for the Library.</li> <li>• The Board was presented with a framework of the Programming Policy for review and comment.</li> <li>• The committee will consider all suggested revisions and shall continue drafting a Programming Policy.</li> <li>• The Board agreed that Fred would communicate anew with the Avon resident who had voiced concern over a recent Library event prompting the review of the Room Use Policy and the drafting of a Programming Policy.</li> </ul>	
Strategic Planning Update	<ul style="list-style-type: none"> <li>• Glenn shared the revised draft of the 2018-2022 Strategic Plan. The Board noted that this Plan would commence in 2018 (not 2017). This change was duly noted. Glenn and the committee received comments and suggested revisions to the draft plan, via email, from Board members. Several revisions were made, as reflected in the most recent version circulated.</li> <li>• The Board will review and send any final comments to the Strategic Planning Committee before next month's meeting.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Carin discussed the value and purpose of the Library Asset and Strengths Map and presented the Board with an offer by a friend of hers to prepare a visual recording of the Library's assets and strengths. The Board willingly accepted this offer and Carin will communicate with her friend and keep the Board apprised of this project.</li> <li>• The Board will vote to approve a final Strategic Plan at its March 20<sup>th</sup> meeting.</li> </ul>	
Adjournment	Peter made the motion to adjourn the meeting and Anne seconded this motion. (Approved) The meeting was adjourned at 8:33 p.m. per vote.	10 Yes

**Respectfully submitted by Jennifer Shufro, February 22, 2018**