

## Avon Free Public Library Board of Directors Meeting

<b>Location</b>	281 Country Club Rd, Avon, CT 06001, Board Room, 2nd Floor
<b>Date</b>	10/16/2018

### Attendance

Present	Name	Role
✓	Carin Salonia	President
✓	Fred Lin	Vice President
✓	Eric Gauvin	Secretary
✓	Peter Anderson	BOD Member
✓	Betsy Bougere	BOD Member
✓	Anne Fitzgerald	BOD Member
☐	Dave Howe	BOD Member
✓	Amee Mody	BOD Member
✓	Jennifer Shufro	BOD Member
✓	Margaret Tilney	BOD Member
✓	Joan Reiskin	Friends of the Library
✓	Glenn Grube (non-voting)	Director

Item	Summary
<b>Review and Adoption of Agenda</b>	Carin Salonia opened with a request for motion to adopt the Agenda for the meeting as distributed.
<b>Moved</b>	Peter Anderson
<b>Seconded</b>	Fred Lin
<b>In Favor</b>	9
<b>Opposed</b>	0
<b>Abstained</b>	0
<b>Review and Approval of September Meeting Minutes</b>	Carin Salonia requested for motion to approve the September Meeting Minutes as distributed. Minor edits were noted.
<b>Moved</b>	Margaret Tilney
<b>Seconded</b>	Amee Mody
<b>In Favor</b>	6
<b>Opposed</b>	0
<b>Abstained</b>	3

<b>Review and Approval of Treasurer's Reports</b>	<p>Carin reviewed the current and ytd financials for the month of September with the BOD.</p> <p>Income for the month of September was \$693 with YTD income of \$71,571 vs. budget of \$24,088 for a positive income variance YTD of \$47,484. Key drivers for the positive income variance include income exceeding expectations for Mitnick and gift income noted last month.</p> <p>Expense for September was \$6,162 with YTD Expense of \$21,689 vs budget of \$28,700 for a negative expense variance of (\$7,011). Key drivers for the negative (good guy) expense variance is as a result of underspending in some accounts notably Collection and Professional Development, Publications and Printing and spending for the month include Equipment Technology (NSI \$1,483, Faronics Technology \$485, and various Friends Charge \$1,705). Friends charges related to computer lab—new keyboards, mice, a print server for the 3D printer, software.</p> <p>The Month End Balance was also reviewed for Checking (\$150,156), Money Market (20,921), Technology Account (29,631) and Schwab (\$125,450). All balances reconcile to statements.</p>
<b>Moved</b>	Jennifer Shufro
<b>Seconded</b>	Fred Lin
<b>In Favor</b>	9
<b>Opposed</b>	0
<b>Abstained</b>	0

## New Business

Item	Summary
<b>Librarian's Report – Glenn</b>	<p>Glenn presented the monthly report. Selected highlights include:</p> <ul style="list-style-type: none"> <li>• The start of expanded Wednesday hours until 8:30. The normal schedule is now Monday-Thursday: 10-8:30, Friday-Saturday: 10-5.</li> <li>• 3D printer training being offered by reference staff</li> <li>• Narcan opioid overdose training</li> <li>• Installation of an HTC Vive virtual reality station (thanks to the Friends of the Library)</li> <li>• Middle and high school outreach</li> <li>• A third geothermal well failure affecting the teen room</li> <li>• Cancellation of Celebrate Avon due to rain and mud</li> </ul>

<b>Friends of the Library Report – Joan</b>	There are over 180 people registered for the upcoming author’s luncheon. This is higher attendance than previous years. This year the luncheon will be held at the Farmington Club, which has higher attendance capacity. The recent book sale was well attended, and the Friends made over \$11,700.
<b>Strategic Planning Update – Glenn</b>	Glenn reported on the status of the strategic plan and the revised format of the report, which uses pie charts to easily track the progress of S.M.A.R.T. actions. The board discussed the pie charts and how they should optimally be interpreted and understood. Glenn will incorporate the board’s feedback and suggestions into the report format to make it even easier to quickly see a high-level status of progress towards the strategic goals.
<b>Moved</b>	Dave Howe
<b>Seconded</b>	Joan Reiskin
<b>In Favor</b>	9
<b>Opposed</b>	0
<b>Abstained</b>	0

<b>Item</b>	<b>Summary</b>
<b>Proposed bylaw revisions</b>	Carin introduced the proposed bylaw revisions. Glenn noted that there were some minor grammatical revisions still to be made. The board further discussed the board’s absentee policy, and agreed that the policy is good to have in the event of a board member’s extended or excessive absence. However, the board decided it would be best to rewrite the attendance policy to make the spirit of the policy clearer.
<b>Proposed MOU between Board and Friends</b>	This item was stricken from the agenda due to the discussion about the attendance policy going overtime.
<b>ACLB 2018 Trustee Leadership Conference, Nov 2<sup>nd</sup></b>	Glenn, Anne and Eric have signed up for the conference.
<b>Update from Capital Planning Committee</b>	This item was stricken from the agenda due to the discussion about the attendance policy going overtime.
<b>Closing Comments</b>	The next meeting is scheduled for the 20th (the week of Thanksgiving).

<b>Adjournment</b>	Time: 8:31
<b>Moved</b>	Anne Fitzgerald
<b>Seconded</b>	Amee Mody
<b>In Favor</b>	9
<b>Opposed</b>	0
<b>Abstained</b>	0