

Avon Public Library BOD Meeting
BOD Room, Avon Public Library
Date: March 19, 2019

Item	Summary					Disposition																																																																						
Call to order	Meeting called to order by Carin Salonia at 7:00 pm.					Quorum = 6																																																																						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Attendee</th> <th style="width: 25%;">Role</th> <th style="width: 10%;">Voting</th> <th style="width: 10%;">Present</th> <th style="width: 10%;">Absent</th> </tr> </thead> <tbody> <tr> <td>Carin Salonia</td> <td>BOD President</td> <td>Y</td> <td>Y</td> <td></td> </tr> <tr> <td>Eric Gauvin</td> <td>BOD Vice President</td> <td>Y</td> <td>Y</td> <td></td> </tr> <tr> <td>Fred Lin</td> <td>BOD Treasurer</td> <td>Y</td> <td>Y</td> <td></td> </tr> <tr> <td>Betsy Bougere</td> <td>BOD Secretary</td> <td>Y</td> <td></td> <td>Y</td> </tr> <tr> <td>Glenn Grube</td> <td>Library Director</td> <td>N</td> <td>Y</td> <td></td> </tr> <tr> <td>Peter Anderson</td> <td>BOD Member</td> <td>Y</td> <td>Y</td> <td></td> </tr> <tr> <td>Anne Fitzgerald</td> <td>BOD Member</td> <td>Y</td> <td>Y</td> <td></td> </tr> <tr> <td>Dave Howe</td> <td>BOD Member</td> <td>Y</td> <td>Y</td> <td></td> </tr> <tr> <td>Amee Mody</td> <td>BOD Member</td> <td>Y</td> <td>Y</td> <td></td> </tr> <tr> <td>Jennifer Shufro</td> <td>BOD Member</td> <td>Y</td> <td>Y</td> <td></td> </tr> <tr> <td>Margaret Tilney</td> <td>BOD Member</td> <td>Y</td> <td>Y</td> <td></td> </tr> <tr> <td>Joan Reiskin</td> <td>Friends of the Library</td> <td>Y</td> <td>Y</td> <td></td> </tr> <tr> <td>LeonaMae Page</td> <td>Clerk</td> <td>N</td> <td></td> <td>Y</td> </tr> </tbody> </table>					Attendee	Role	Voting	Present	Absent	Carin Salonia	BOD President	Y	Y		Eric Gauvin	BOD Vice President	Y	Y		Fred Lin	BOD Treasurer	Y	Y		Betsy Bougere	BOD Secretary	Y		Y	Glenn Grube	Library Director	N	Y		Peter Anderson	BOD Member	Y	Y		Anne Fitzgerald	BOD Member	Y	Y		Dave Howe	BOD Member	Y	Y		Amee Mody	BOD Member	Y	Y		Jennifer Shufro	BOD Member	Y	Y		Margaret Tilney	BOD Member	Y	Y		Joan Reiskin	Friends of the Library	Y	Y		LeonaMae Page	Clerk	N		Y	#10 voting present
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Review and Adoption of Agenda	Carin Salonia opened with a request for motion to adopt the Agenda noting a change to move “Board Member Remarks” to the end of new business. In addition, Carin noted a new standing agenda item which will allow “Public Comment”. Carin welcomed Dr. Alex Chen for Public Comment and Nicole Nunziata who was observing the BOD meeting. Anne moved to accept the agenda and 2 nd by Peter. (Approved)					#10 Yes																																																																						
Public Comment Regarding Video Games	<p>Dr. Alex Chan was introduced and welcomed to speak with the BOD.</p> <p>Dr. Chen distributed and discussed a written request to block video games and social media for kids under 18 at The Avon Public Library. Dr. Chen’s written request was a follow up to an incident report filed on 2/22/2019 where Dr. Chen raised the concern during a Teen 4G program.</p> <p>Members of the BOD expressed appreciation for Dr. Chen’s concern for excessive use of “screen time” for both youth and adults in the community while balancing freedom and access to information and resources. The BOD will take up this request in a separate meeting of the Administration/Operations committee team scheduled for 3/28. The committee will review the request, library policies and practices as well as American Library Association (ALA) and regulations appropriate for the library to consider. Dr. Chen was thanked by the BOD for his public comment and written request. A formal response will be drafted to Dr. Chen in the next 60-90 days.</p>					No Vote																																																																						
Review and Approval of February Meeting Minutes	<p>Review and Approval of February minutes. Peter Anderson made several recommendations on edits to the minutes. Glenn will forward minutes with edits.</p> <p>Margaret moved to accept the minutes as verbally amended and 2nd by Amee. Jennifer Shufro abstained as she was absent from the last meeting. (Approved)</p>					#9 Yes # 1 Abstain																																																																						
Review and Approval of Treasurers Reports	Fred reviewed the financial activity for the month of February. Highlights include;																																																																											

	<p>Income for the month of February was \$18,431 and YTD actuals \$125,146 vs. YTD budgeted income of \$110,521. Significant variance in income YTD +\$14,626 includes more expected gift income and Mitnick “true up”.</p> <p>Overall expense for the month of February was \$22,647 and YTD actuals \$71,103 vs. \$90,065 budgeted. Significant variance in expense YTD includes underspending (timing/plans) for Mitnick expense line items (- \$21,202) and Connecticard expense (-\$4,200). All budgets/expense plans continue to be in-line with overall budget; Fred expects spending will be in closer alignment with budgeted expense in the next two months.</p> <p>Dave moved to accept the Treasurers report into record, 2nd by Ameer. (Approved)</p>	#10 Yes
	New Business	
Librarian’s Report	<p>Highlights:</p> <ol style="list-style-type: none"> 1. A fourth geothermal well failed, further compromising the library’s HVAC system. Options and timing for replacement/repairs to ensure appropriate heating and cooling needs are under discussion and assessment. 2. Vendor applications are coming in for the 2019 Farmer’s Market. Hours of operation will change to 3:00pm – 6:00pm (instead of 4:00pm – 7:00pm) based on attendance and feedback from market attendees and vendors. 3. Kristen Skelton joined the AFPL team as a new library page. 4. Avon Library was named the Farmington Valley’s Most Loved Library of 2019 by Hulafrog, a website aimed at parents of young children. 5. Glenn, Peter and members of the library staff attended the Town Council’s budget workshop on February 23. Glenn presented the 2019-2020 budget request to the Council. 6. The boat has arrived! The library staff received the boat display in the children’s area for creative play, reading and enjoyment. All BOD members were asked to take the time to visit and see the exciting addition! 	No Vote
Friends of the Library Report	There was no new update from last meeting from the Friends.	No Vote
Board Member Terms	Glenn shared BOD member terms, upcoming departures and Bylaw requirements for 10-12 BOD members. Glenn introduced Nicole Nunziata who was observing the meeting and has expressed an interest in volunteering on the BOD. Nicole has lived across the country and before moving to Avon, has a degree in Library Science, two children and is married to her husband, Steve. Nicole referenced her resumé and was warmly welcomed by the BOD with introductions from each of the members.	No Vote
Board Member Remarks	No significant input/remarks were made during this open period. The intent of this agenda item is to gather input and topics of interest and consideration for the BOD.	No Vote
	Old Business	
Marketing Committee	Dave shared an update from the Committee including a proposal from B.cre8tive. The proposal outlines development of a brand promise, logo/tagline and inventory of current marketing materials. The proposal was discussed at length and it was decided that at this time, the committee and the BOD believes a lot of effort has already been put into logo, website development and brand commitment through articulation of the strategic plan. The Committee will focus efforts on inventorying current marketing materials, how they are used, and identify a target market for marketing/awareness. Ideas for targets included marketing the BIG (Innovation Grants) that target thematic opportunities for donors to contribute to. Programming/collections and services are currently falling under events which are well attended.	No Vote

	<p>The committee will continue to refine the focus/target for marketing and work on potential grant funding/opportunities to support innovation/marketing.</p> <p>One area of greatest interest is learning how a marketing plan is developed, how a business develops a target market and generates the interest/"pull" for the public interest! Everyone on the BOD agreed that there is not a "burning platform" or "urgent need" to move quickly on – rather be more thoughtful in defining what we need to move forward in our strategy with marketing capabilities.</p> <p>Next steps: the committee will meet, continue to discover and determine next steps.</p>	
Adjournment	Dave moved to adjourn the meeting and 2 nd by Ameer. (Approved) Meeting adjourned at 8:25 pm per vote.	#10 Yes

Respectfully submitted, Carin Salonia