

Avon Public Library BOD Meeting
BOD Room, Avon Public Library
Date: May 21, 2019

Item	Summary					Disposition																																																																									
Call to order	Meeting called to order by Carin Salonia at 7:00 pm.					Quorum = 6																																																																									
	<table border="1"> <thead> <tr> <th>Attendee</th> <th>Role</th> <th>Voting</th> <th>Present</th> <th>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>Y</td> <td></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>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>Y</td> <td></td> </tr> <tr> <td>Nicole Nunziata</td> <td>Guest</td> <td>N</td> <td>Y</td> <td></td> </tr> <tr> <td>Shanna Keller Ogawa</td> <td>Guest</td> <td>N</td> <td>N</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		Joan Reiskin	Friends of the Library	Y	Y		LeonaMae Page	Clerk	N	Y		Nicole Nunziata	Guest	N	Y		Shanna Keller Ogawa	Guest	N	N	Y			#10 voting present
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Review and Approvals																																																																															
Review and Adoption of Agenda	Carin Salonia opened with request for a motion to adopt the Agenda. Peter moved to accept and 2 nd by Eric (Approved)					#10 Yes																																																																									
Review and Approval of April Meeting Minutes	<p>Review and Approval of April minutes. Peter recommended an edit for clarity to the minutes.</p> <p>Dave moved to accept the minutes as verbally amended and 2nd by Amee. Anne abstained as she was absent from the last meeting. (Approved)</p>					#9 Yes # 1 Abstain																																																																									
Review and Approval of Treasurers Reports	<p>Fred reviewed the financial activity for the month of April. Highlights include;</p> <p>Income for the month of April was \$14,235 and YTD actuals \$141,296 vs. YTD budgeted income of \$126,354. Significant variance in income YTD +\$14,942 includes more than expected gift income and Mitnick "true up".</p> <p>Overall expense for the month of April was \$8,732 and YTD actuals \$86,023 vs. \$109,090 budgeted. A reason for the favorable variance in expense YTD was that some bills are yet to be received and paid. Also, there is a favorable variance of \$14,369 in spending for Board Innovation Grants. Through May, the amount spent was \$5,631 with an additional commitment of \$7,000 over the two year grant period. The final variance will be carried over to the 2020 budget. In general, Fred expects most expense line items will be close to budgeted amounts by the end of the fiscal year.</p> <p>Fred recommended that the method for reporting the Schwab account (xxx-3902) be changed starting with this April 2019 financial statement. Previously, that Schwab account balance was estimated using a formula that included the face value of the certificates of deposit and interest earned. The reason for that previous methodology was that Schwab did not generate a statement when there was no "reportable activity", and also it was assumed that the library would hold all CDs to maturity and receive face value and interest. The new method is to report the balance as reported in the most recent Schwab statement, plus any additional transactions. This is now possible because the Treasurer now has online view of the account. The difference between the two methods is that the reported balance of the account will now reflect the most</p>					#10 Yes																																																																									

	<p>recent market values of the assets in the account as reported by Schwab instead of the face values. For informational purpose, Fred will also insert the “as of date” of the Schwab statement and any additional transactions.</p> <p>Joan moved to accept the Treasurers report, including the recommended amendments above into record, 2nd by Jennifer. (Approved)</p>	
	New Business	
Librarian’s Report	<p>Highlights:</p> <ol style="list-style-type: none"> 1. The Town budget passed last week with 6.2% turnout and for the 2nd year there were more no votes than yes. However, since the turnout was under 9 % the budget passed. The 2019 open hours schedule will carry over into 2020 with the approval for continued Wednesday openings. 2. Discussions continued about the HVAC system with the current vendor looking at temporary ways to cool with the current ductwork and thermostats. Quotes on the parts needed to do this are outstanding. The Town Manager, Town Engineer and Public Works Departments are meeting to find a permanent solution. The Teen and Children’s rooms will be most impacted in the interim. 3. Danielle Murray was selected as the new Children’s Library Specialist and is scheduled started work May 1. 4. Patrice Celli will retire June 1; a party to recognize her 14 years of service is planned. 5. The 5th AvonCon drew 794 attendees. The Library will take a break from this program in 2020 as it has required extensive staff work and funding. 6. A new server was acquired, and work is being planned to deploy it with upgrades to the operating system, domain and backup processes. 7. Sunday hours ended for the year with 5,738 people visiting the library over 20 Sundays borrowing 8,651 items. 8. The Library celebrated National Volunteer Appreciation Month in April, honoring our dedicated volunteers. We average 80 volunteer hours each week. 9. National Library Week (April 7-13) was full of fun and programs that were well received by our patrons. Nine adult programs brought in 324 people. The Friends of the Avon Library funded the week’s activities. 10. Glenn attended the CLA’s annual conference at which Kari Ann and Marisa made presentations. Jess assisted with designing and installing a display for state legislators on how libraries connect communities through partnerships at the State Capitol for National Library week. Glenn attended the legislator session on April 10. 	No Vote
Friends of the Library Report	Joan reported that the Ice Cream Social is scheduled for August 7. The last concert of the season drew 50 people. Tom Mitchell, the Friends treasurer, is retiring at the end of June after 13 years of service. She noted the efforts of the Friends who work diligently all year to sort books for the Book Sales under the leadership of Lisa Berman and Barbara Mitchell.	No Vote
Election of new Board Member	Peter made a motion that the Board elect Nicole Nunziata as a trustee. 2 nd by Eric (Approved)	#10 Yes
Board Member Remarks	<p>Anne recommended <u>The Library Book</u>, from AFPL’s collection by Susan Orleans and the Youtube video of the same name. The writer reviews the 1986 fire in the LA Library and discusses libraries in general.</p> <p>Anne raised the use of the Virtual Reality equipment. The Take Care of Yourself Program June session on dementia will use the equipment. The equipment was demonstrated in an orientation for Friends and staff training.</p> <p>A suggestion was made to consider publishing an article which would both market the library and call attention to innovative programming and the need for funds to continue these kinds of offerings. The September newsletter might be the communication to highlight this. The</p>	

	<p>Marketing Committee will take this on. It was suggested that Marketing and Fund Raising are key skills to consider in the next Board appointment.</p> <p>Jennifer called attention to the great children’s art exhibit by students from our elementary schools.</p>	
	Old Business	
Review Response to Patron Complaint	<p>Glenn updated Board on the status of our patron’s complaint. He shared the letter to Dr. Chen from Eric on the Board’s decision on the matter and plans to move forward. Glenn had extensive email correspondence with Dr. Chen and a call scheduled for May 22.</p>	No Vote
Strategic Plan Update	<p>Glenn shared the Strategic Plan update and reminded the Board of his April 25 email outlining specific Board accountabilities for goals. It was decided to extend the time of the June 18 meeting to 6:30-8:30 to specifically allow more time at the beginning of the meeting, under New Business, for discussion of progress to date towards these goals by each of the Committees. The detailed spreadsheet will be shared with Committee members to prepare their discussion and Betsy will provide a template for summary purposes.</p> <p>The July Board meeting will be devoted to future planning, to review what goals remain important, which can be dropped and what new goals emerge as critical.</p> <p>In September, the Board will realign staff on our Committees to assure resources adequate to cover the work and recognize the interests of members. The Strategic Planning Committee will take on the role of coordinating the report outs on Board accountable goals at regular intervals, perhaps quarterly.</p> <p>Glenn had made an additional request in his April 25th email that the Board assist in identifying a professional for a formal appraisal of the local history collection to allow proper insurance coverage in the event of loss due to theft or damage. We didn’t have time to discuss this so we will put it on the agenda for June 18. Perhaps those of us with ties to local insurance companies could research this, or if we have contacts with archivists, they may be a resource as well.</p>	No Vote
Adjournment	<p>Fred moved to adjourn the meeting and 2nd by Dave. (Approved) Meeting adjourned at 8:45 pm per vote.</p>	#10 Yes

Respectfully submitted, Betsy Bougere, Secretary

2019 05 21 AFPL BOD minutes