

**Avon Public Library BOD Meeting**  
**BOD Room, Avon Public Library**  
**Date: June 18, 2019**

Item	Summary	Disposition																																																																						
Call to order	Meeting called to order by Carin Salonia at 7:02 pm.	Quorum = 6																																																																						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Attendee</th> <th style="text-align: left;">Role</th> <th style="text-align: center;">Voting</th> <th style="text-align: center;">Present</th> <th style="text-align: center;">Absent</th> </tr> </thead> <tbody> <tr> <td>Carin Salonia</td> <td>BOD President</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td></td> </tr> <tr> <td>Eric Gauvin</td> <td>BOD Vice President</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td></td> </tr> <tr> <td>Fred Lin</td> <td>BOD Treasurer</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td></td> </tr> <tr> <td>Betsy Bougere</td> <td>BOD Secretary</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td></td> </tr> <tr> <td>Glenn Grube</td> <td>Library Director</td> <td style="text-align: center;">N</td> <td style="text-align: center;">Y</td> <td></td> </tr> <tr> <td>Peter Anderson</td> <td>BOD Member</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td></td> </tr> <tr> <td>Anne Fitzgerald</td> <td>BOD Member</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td></td> </tr> <tr> <td>Dave Howe</td> <td>BOD Member</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td></td> </tr> <tr> <td>Amee Mody</td> <td>BOD Member</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">N</td> <td style="text-align: center;">Y</td> </tr> <tr> <td>Jennifer Shufro</td> <td>BOD Member</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">N</td> <td style="text-align: center;">Y</td> </tr> <tr> <td>Nicole Nunziata</td> <td>BOD Member</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td></td> </tr> <tr> <td>Joan Reiskin</td> <td>Friends of the Library</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">N</td> <td style="text-align: center;">Y</td> </tr> <tr> <td>LeonaMae Page</td> <td>Clerk</td> <td style="text-align: center;">N</td> <td style="text-align: center;">Y</td> <td></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	N	Y	Jennifer Shufro	BOD Member	Y	N	Y	Nicole Nunziata	BOD Member	Y	Y		Joan Reiskin	Friends of the Library	Y	N	Y	LeonaMae Page	Clerk	N	Y		#8 voting present
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	<b>Review and Approvals</b>																																																																							
Review and Adoption of Agenda	Carin Salonia opened with request for a motion to adopt the Agenda. Anne Fitzgerald moved to accept and 2 <sup>nd</sup> by Nicole Nunziata (Approved)	#8 Yes																																																																						
Review and Approval of May Meeting Minutes	Review and Approval of May minutes. Anne Fitzgerald moved to accept the minutes, including three edits to rephrase for clarity, 2 <sup>nd</sup> by Peter Anderson. (Approved)	#8 Yes																																																																						
Review and Approval of May Treasurers Report	<p>Fred Lin reviewed the financial activity for the month of May. Highlights include:</p> <p>Income for the month of May was \$30,337 including \$2,897 in gifts and \$6,768 Connecticard income. YTD actuals \$171,635 vs. YTD budgeted income of \$145,058. Substantial income for the year is now all reported.</p> <p>Overall expenses for the month of May were \$6,723. YTD actuals \$92,746 vs YTD budgeted expenses of \$115,415. Town Collection funds have been exhausted. Board Collection funds will be used for collection purchases in June and are expected to meet the budgeted amount. Board Innovation Grants are expected to remain under-budget. Final expenses accrued in this fiscal year will be processed by end August.</p> <p>Peter Anderson moved to accept the Treasurers report and 2<sup>nd</sup> by Dave Howe. (Approved)</p>	#8 Yes																																																																						
	<b>New Business</b>																																																																							
Review and Approval of Board 2019-2020 Budget	<p>Fred Lin presented the proposed FY 2019-2020 Board Budget. The Mitnick True-up is not included in the proposed budget since the amount cannot be predicted. There is a decrease in the programming line due to generous gifts specifically designated for programming.</p> <p>Board Innovation Grants (BIG) will be tracked outside of the annual operating budget. There is currently \$33,159 available to fund BIG right now with \$5,638 of that amount already committed to fund History Room activities as approved at the January 15, 2019, board meeting. Monthly disbursements from this operating account will be reported.</p>	#8 Yes																																																																						

	Anne Fitzgerald moved to accept the proposed budget and 2 <sup>nd</sup> by Betsy Bougere.	
Librarian's Report	<p>Recent Highlights:</p> <p>All files on our server, along with files on several individual PCs, were lost due to a malware infection on Friday, June 14. Glenn is in communication with the town manager, the insurance company, and our IT support vendor NSI about this issue. The Board requested an overview of data management on the server and in the cloud to better understand the strategy to segregate and protect data.</p> <p>Highlights from written report:</p> <ol style="list-style-type: none"> <li>1. Patrice Celli's last day of work was June 1</li> <li>2. Marisa and Tina attended BookExpo in New York City</li> <li>3. Jess and Glenn attended the CEN Conference in Hartford</li> <li>4. Patricia is the incoming chairperson of LCI's Circulation Services Committee</li> <li>5. Avon Middle School's art exhibition in the library's gallery was featured in The Hartford Courant</li> <li>6. Art Day in May drew 695 participants for our various art activities</li> <li>7. Mary Fletcher published a book, <i>The Creative Edge</i>, about cultivating creativity</li> <li>8. Monday, July 1 – First Farmers Market of the season 3-6 PM (note new hours)</li> <li>9. Saturday, July 6 – Library OPEN 10-1 summer Saturdays begin</li> </ol>	No Vote
Friends of the Library Report	<p>Joan reported in via email that the Friends last meeting on June 5 included a luncheon and farewell to Tom Mitchell after 13 years of dedicated service as the Friends Treasurer.</p> <p>The new Treasurer, Letha Kunkel, was warmly welcomed to the Friends Board. Look for special events during the summer culminating with our annual ice cream social on August 7.</p>	No Vote
Strategic Planning Update	<p>Betsy Bougere asked each committee to report progress on the Strategic Plan goals assigned to their committee. Dave Howe suggested that a sizing factor would help to evaluate tasks of varying complexity. Glenn suggested a timeline of This Year, Next Year, and Later. Betsy will suggest an approach to be used consistently. This is not a request to inspire action between now and the next Board meeting, rather a request to "take the pulse." She asked that committees submit their comments to her by July 8 so that she can compile the comments for a collective review in preparation for the July 16, 2019, Strategic Planning meeting.</p> <p>Glenn Grube provided an overview of the upcoming staff survey which focuses on collaboration, development and engagement (Goal: Staff Development).</p>	No Vote
Board Member Remarks	<p>Anne Fitzgerald has finished reading <u>The Library Book</u> from AFPL's collection by Susan Orleans and encourages all to read.</p> <p>Peter Anderson shared a draft of an ad intended to recruit board members for future vacancies and received input on its use.</p>	No Vote
Adjournment	Peter Anderson moved to adjourn the meeting and 2 <sup>nd</sup> by Eric. (Approved) Meeting adjourned at 8:50 pm per vote.	#8 Yes

Respectfully submitted, Betsy Bougere, Secretary

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