

Avon Public Library BOD Meeting
BOD Room, Avon Public Library
Date: September 24, 2019

Item	Summary	Disposition																																																																						
Call to order	Meeting called to order by Carin Salonia at 7:01 pm.	Quorum = 6																																																																						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="342 415 630 443">Attendee</th> <th data-bbox="630 415 1008 443">Role</th> <th data-bbox="1008 415 1114 443">Voting</th> <th data-bbox="1114 415 1240 443">Present</th> <th data-bbox="1240 415 1365 443">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>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></td> <td>Y</td> </tr> <tr> <td>Jennifer Shufro</td> <td>BOD Member</td> <td>Y</td> <td>Y</td> <td></td> </tr> <tr> <td>Nicole Nunziata</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>N</td> <td>Y</td> </tr> <tr> <td>Donna Gianini</td> <td>Guest</td> <td>N</td> <td>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		Dave Howe	BOD Member	Y	Y		Amee Mody	BOD Member	Y		Y	Jennifer Shufro	BOD Member	Y	Y		Nicole Nunziata	BOD Member	Y	Y		Joan Reiskin	Friends of the Library	Y	Y		LeonaMae Page	Clerk	N	N	Y	Donna Gianini	Guest	N	Y		9 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 Anderson moved to accept and 2 nd by David Howe (Approved)	#9 Yes																																																																						
Review and Approval of May Meeting Minutes	Review and Approval of June minutes. Peter Anderson moved to accept the minutes, including three edits to rephrase for clarity, 2 nd by Eric Gauvin. (Approved)	#8 Yes Joan abstained (absence)																																																																						
July Strategic Planning Meeting	Review and Approval of July minutes. Fred Lin moved to accept the minutes, 2 nd by Peter Anderson. (Approved)	#8 Yes																																																																						
Review and Approval of May Treasurer's Report	<p>Fred Lin presented the June 2019 (full 2019 fiscal year) financial activity summary. The \$64,275 net income includes a \$33,159 unspent Board Innovation Grant reserve, which will be carried over to 2020, and a \$5,305 NNLM Health Grant which must be used per grant provision. Fred Lin requested Board approval to transfer \$20,000 from the net income to replenish the Technology Capital account. The result is a \$5,811 surplus for the 2019 fiscal year.</p> <p>Fred Lin presented the July/August 2019 financial activity summary. The favorable income surplus of \$21,729 was due to an unbudgeted Mitnick Trust distribution, and a generous donation from an anonymous donor.</p> <p>Fred Lin informed the Board that the method for determining account balances was changed in the new fiscal year. The previous method was to determine investment balances by adding estimated earned interests to face values of the CD investments. The new method is to report the value of the holdings as reported in the statements from financial institutions. The change had been reviewed and approved by the Library's public accountant.</p> <p>Fred Lin informed the Board that he had not reinvested the proceeds from a CD that matured in early September into another 5 year CD, as approved by the Board in the April 2019 meeting. The reason was that no investment options that fit our required risk/return profile had been available recently. Fred conveyed that he would reinvest said proceeds as soon as the right investment opportunity becomes available.</p>	See Detail																																																																						

	Eric Gauvin moved to accept the June 2019 financial summary into records, 2 nd by Jennifer Shufro. (Approved)	#9 Yes
	Joan Reskin moved to accept the July/August financial summary into records, 2 nd by David Howe. (Approved)	#9 Yes
	David Howe moved to approve the request to transfer \$20,000 from the operating account to the Technology Capital account, 2 nd by Joan Reskin. (Approved)	#9 Yes
	New Business	
Librarian's Report	<p>Highlights:</p> <ul style="list-style-type: none"> ● 18,867 Record number of books read in Summer Reading Program, goal was to read more than the population of town of Avon – goal was met. ● Record in children's and teen program attendance (7,788) over 196 programs, double past summers. ● Collaborative program with other libraries and Hillstead was successful with poet Elizabeth Acevedo. ● Piano used for programming. Do Re You and Me program with children and their caregivers. New equipment planned for the piano. ● Anna Korkus – new full time reference librarian. ● Part time reference librarians added as well. ● Grants received over the summer - \$4030 grant for the Women's Suffrage programming. \$1500 in grant funding for an archivist to create a processing manual. ● Server migration complete – 2 virtual servers on a physical host. ● Triple plan for backups to aid redundancy on key files/documents. ● Planning a recovery exercise to test backups in the future. ● HVAC update: Short term – new electric heating coils will be installed for the winter, RZ Design Associates won the bid to design a new solution for heating and cooling. ● Meeting will be held with Library staff to share survey results and brainstorm how improvements can be made. ● ACLB meeting will be held 11/8 – please let Glenn or LeonaMae know so that you can be registered. 	No Vote
Friends of the Library Report	<ul style="list-style-type: none"> ● New treasurer Letha Kunkel. Tom Mitchell has retired ● Library birthday bash – all ages. ● Author luncheon – Andre Dubus III at the Farmington Club – October 25, 2019. ● Library sorters busy for the Book Sale – mid October. 	No Vote
Approval of the 2020 Library Calendar and BOD Meeting Dates	Peter Anderson moved to accept the 2020 library calendar, 2 nd by David Howe. (Approved)	#9 Yes
Alcohol Waivers	<p>Peter Anderson moved to accept the 10/23 and 12/1 alcohol waivers, 2nd by Joan Reskin. (Approved)</p> <p>10/23 6:30 PM – Temperance meeting – request to serve beer.</p> <p>12/1 Hartford Flavor Company – artisanal liqueurs will be sampled.</p> <p>The following waiver will be tabled until 10/15. Glen will let the organizer know.</p> <p>10/25 – Alexander Tinley book launch – public reading from his new book <i>Expectations</i>.</p> <p>Fred asked if Library could be sued and if the insurance would cover the liability even with a hold harmless agreement in place. Ops and Admin committee will review policy and research different use cases.</p>	#9 Yes

Ops and Admin Committee Report	Reviewed Board of Directors – Position Descriptions. Betsy recommended copying the last bullet point from Secretary to the Treasurer’s position for consistency. Eric recommended headings and sub-heading to the list of responsibilities. Jen will draft a new edition. Reviewed Board Onboarding procedure. Eric suggested that we re-word the section around the BOD voting on the candidate. Nicole and Jennifer will take a look around wording.	No Vote
Strategic Planning Committee Report	Strategic Planning report – committees will submit updates to Betsy prior to the November meeting.	No Vote
Board Committee Assignments 2019 – 2020	Carin recommended that we proceed through June on the existing committees. We will review in October if Board Members wish to change committee.	No Vote
Board Member Remarks	Peter asked if there was a results for the mailing on Avon Library card flyer. Glenn will get the numbers for the next meeting. Eric brought up that WalMart gives out grants to the immediate community ~\$5000. Glenn will look into it. Betsy credits Peter at the last Strategic Planning meeting that we are focused on actions on the plan. We don’t want to miss opportunities for new thoughts. Peter added that things are changing all the time. We should consider great ideas now. Betsy will add sections for new ideas and if there are ideas that should be retired. Jennifer said that Board Member Remarks are a good idea.	No Vote
Adjournment	Fred Lin moved to adjourn the meeting and 2 nd by David Howe. (Approved) Meeting adjourned at 8:40 pm per vote.	#9 Yes

Respectfully submitted, Nicole Nunziata, serving as Secretary for this meeting.

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