

**Avon Public Library BOD Meeting**  
**BOD Room, Avon Public Library**  
**Date: April 21, 2020**

Item	Summary	Disposition																																																																						
Call to order	Meeting called to order by Carin Salonia at 7:06 pm.	Quorum = 6																																																																						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="362 478 646 510">Attendee</th> <th data-bbox="646 478 1019 510">Role</th> <th data-bbox="1019 478 1133 510">Voting</th> <th data-bbox="1133 478 1255 510">Present</th> <th data-bbox="1255 478 1382 510">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>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>Amee Mody</td><td>BOD Member</td><td>Y</td><td>Y</td><td></td></tr> <tr><td>Beth Dance</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>Donna Gianini</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>N</td><td>Y</td></tr> <tr><td>Nicole Nunziata</td><td>BOD Member</td><td>Y</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>Joan Reiskin</td><td>Friends of the Library</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>LeonaMae Page</td><td>Clerk</td><td>N</td><td>Y</td><td></td></tr> </tbody> </table>	Attendee	Role	Voting	Present	Absent	Carin Salonia	BOD President	Y	Y		Fred Lin	BOD Treasurer	Y	Y		Betsy Bougere	BOD Secretary	Y	Y		Amee Mody	BOD Member	Y	Y		Beth Dance	BOD Member	Y	Y		Dave Howe	BOD Member	Y	Y		Donna Gianini	BOD Member	Y	Y		Jennifer Shufro	BOD Member	Y	N	Y	Nicole Nunziata	BOD Member	Y	Y		Peter Anderson	BOD Member	Y	Y		Joan Reiskin	Friends of the Library	Y	Y		Glenn Grube	Library Director	N	Y		LeonaMae Page	Clerk	N	Y		# 10 voting present
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	<b>Review and Approvals</b>																																																																							
Review and Adoption of Agenda	Dave Howe moved to adopt the agenda. Betsy Bougere seconded. (Approved)	# 10 Yes																																																																						
Review & Approval of February Minutes	Review and Approval of February meeting minutes. Peter Anderson moved to accept. Nicole Nunziata seconded. (Approved)	# 8 Yes 2 Abstain																																																																						
Review and Approval of Treasurer's Reports	<p>Fred shared concerns and plans to manage and minimize any exposure to fraudulent losses in response to the bank's pressure to transition to online statements.</p> <p>Substantial donations were received from Travelers and Aetna as matching gifts for work done by Betsy Bougere, Eric Gauvin and Anne Fitzgerald. Fred suggested directors inquire about matching gift options through their employers.</p> <p>Fred presented February and March reports. Highlights include:</p> <ul style="list-style-type: none"> <li>● Income for the month of February was \$19,074. YTD actuals \$99,892 vs. YTD budgeted income of \$70,462.</li> <li>● Expenses for the month of February were \$10,634. YTD actuals \$75,608 vs YTD budgeted expenses of \$76,870.</li> <li>● Income for the month of March was \$2,602. YTD actuals \$102,493 vs. YTD budgeted income of \$74,084.</li> <li>● Expenses for the month of March were \$6,640. YTD actuals \$81,248 vs YTD budgeted expenses of \$84,693.</li> </ul> <p>Donna Gianini moved to accept the Treasurer's February and March reports. Amee Mody seconded.</p>	# 10 Yes																																																																						
	<b>New Business</b>																																																																							
Librarian's Report	Glenn Grube discussed his monthly written report and some additional highlights:	No Vote																																																																						

	<ul style="list-style-type: none"> <li>● The library closed to the public as of Monday, March 16, to help limit the community transmission of COVID-19.</li> <li>● All in-person programs and public room bookings have been cancelled through May 31.</li> <li>● The library's 3D printer is being used to create face shields and other personal protective equipment for first responders and health care workers.</li> <li>● The primary goals of the Town of Avon and the Library during this time is to maintain a healthy staff, healthy public, and provide essential services.</li> <li>● The Town's COVID19 Leave Policy allows all staff – both part time and full time – to continue to be fully paid for their regularly budgeted hours.</li> <li>● Social Media stats have drastically increased. Our "reach" – how many posts actually are viewed – is up 82%; and our "engagement" – how many commented, liked, shared – is up 286%.</li> <li>● Administration is working remotely as well as on site daily to manage the building, bring in the mail, etc.</li> <li>● Circulation has issued approximately 120 library cards including renewals. They will start processing magazines and continue to keep the bookdrop clear, waiting to actually handle the items until after they have sat for at least 24 hours.</li> <li>● The Children's Department is sending out scavenger hunts, homework help, and projects. Kari Ann has created a number of storytime podcasts. Videos of Jaimee singing and playing the piano are in the works.</li> <li>● Technical Services have most physical book orders on hold but continue to catalog what is on site. Remote work includes revamping the website and providing remote tech support.</li> <li>● The Reference Department has several collections and history room projects and phones being handled on site and virtual program creation as well as eblasts with reading &amp; viewing recommendations being done remotely.</li> <li>● Administration is coordinating with other libraries and the Farmington Valley Health District regarding restoration of services. When the Library begins to expand its services, we will ease back in. Curbside service may come first; programs and meeting room reservations for groups will come last.</li> <li>● Performance Planning sessions have been completed in Circulation, Children's, Technical Services, and Administration.</li> <li>● Jessica attended the NERD (New England Regional Developers) Summit.</li> <li>● Jessica, Rhoda and Wanda wrapped up a five week webinar series on the RDA cataloging standards.</li> </ul>	
Friends of the Library Report	The Friends sponsored an online program last week called "How to Get Rid of Your Stuff: A Practical Approach for Self-Isolation and Beyond." Glenn noted that the first offering was filled to capacity of 30 people within two hours! A second session of the same program was added. Most of the 26 who attended were from the first session's waiting list. The Friends will also sponsor Bob Kagan's popular film and discussion series via Zoom. Carin expressed Zoom security concerns. Glenn said Library programs are pre-registered and the link is not posted. Security features were discussed including disabling screen sharing, waiting room, and password features. Membership stands at approximately 480 members. The Friends Board will be meeting via Zoom.	No Vote
Investment Policy	Fred presented the details of the proposed updated Investment Policy and expressed appreciation for Betsy's and Peter's contributions. All were presented with documents outlining the changes between the 2007 policy and the proposed policy. Dave Howe moved to accept the policy as written. Nicole Nunziata seconded. Approved and Adopted.	# 10 Yes
Volunteer Policy	Glenn presented the proposed updates to the 2014 Volunteer Policy. All were presented with documents outlining the proposed changes and thanked Peter and Betsy for their format and	# 10 Yes

	policy writing guide. Peter Anderson moved to accept the policy as written. Joan Reiskin seconded. Approved and Adopted.	
BOD Self-Assessment	Carin presented the BOD Self Assessment and discussed next steps on how we can continue to improve. Betsy felt it was very positive and offered a great group snapshot of how we are feeling. Peter commented it is remarkable that the board chose to do such a thing. Dave said it offered an excellent set of representative questions and brought out ideas for positive improvement. Betsy added that it created a benchmark and gives us a strong track to run on.	No Vote
HVAC Update	Glenn reported that the Town's Capital Budget for 2020-2021 secures sufficient funding of \$1.5M for a complete revamp of library's HVAC system moving to a conventional geothermal system. Our designers and experts feel it's the most cost effective option. The Town Council was in favor. The installation of the new system will likely kick off in September 2020. As of now, there is almost no air conditioning in public areas of the library. The recommended temporary partial solutions would take about 3 weeks and cost somewhere between \$20K and 55K. This work cannot be paid for with the town funds as those are strictly for the new system. Glenn stated it is too early to authorize the work but once it is time to decide it will move quickly.  Carin made a motion that the Investment Committee be authorized to spend up to \$50K for a temporary A/C solution for the next three months once the Director has enough information to make a recommendation. Dave seconded. All were in favor.	# 10 Yes
Board Member Remarks	Dave Howe commented that Glenn's leadership has been great in this difficult time and appreciate seeing how you pulled all this together and kept the library at the center of the community.	No Vote
Adjournment	Meeting was adjourned at 8:39 pm.	# 10 Yes

Respectfully submitted, Betsy Bougere, Secretary