

Avon Public Library BOD Meeting
BOD Room, Avon Public Library
Date: May 19, 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="358 478 646 512">Attendee</th> <th data-bbox="646 478 1019 512">Role</th> <th data-bbox="1019 478 1127 512">Voting</th> <th data-bbox="1127 478 1252 512">Present</th> <th data-bbox="1252 478 1382 512">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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Review and Adoption of Agenda	Peter Anderson moved to adopt the agenda with one amendment to table the library director assessment. Joan Reiskin seconded. (Approved)	# 10 Yes																																																																						
Review & Approval of April Minutes	Review and Approval of April meeting minutes. Donna Gianini moved to accept. Dave Howe seconded. (Approved)	# 10 Yes																																																																						
Review and Approval of Treasurer's Reports	<p>Fred Lin presented the April report. Our financial condition still remains solid and we do not anticipate an operating loss at the end of our fiscal year, June 30, 2020.</p> <ul style="list-style-type: none"> ● Income for the month of April was \$8,116. YTD actuals \$58,174 vs. YTD budgeted income of \$78,944. ● Expenses for the month of April were \$10,885. YTD actuals \$93,133 vs YTD budgeted expenses of \$92,675. <p>We are holding off on reinvesting the proceeds from the previously matured CD because we plan to use a portion of it to install an air conditioning solution for this summer and because interest rates are not favorable.</p> <p>Our ebook expenses are relatively high. Glenn discussed the pricing of our three main ebook platforms, each with its own unique pricing structure. Hoopla charges per use, approximately \$1.99 - \$3.99, for a typical monthly total of \$1,500. For the past two months, it has been over \$2,000. RBDigital charges per user per week and also has some items that are under permanent license. Overdrive is all licensed based, some permanent, some are metered based on length of time or number of checkouts. We've spent over \$30,000 on ebooks this year, close to double what was spent last year, not including \$1,000 from a private donor, \$2,500 from Friends, and expect to spend another \$5,000 before June 30.</p>	# 10 Yes																																																																						

	<p>Glenn commented on the Connecticard grant. We received less than we did last year but we are still a net lender which gives us a bonus of over \$1,000. Out of town residents borrowed 53,000 items from Avon Library while Avon residents borrowed 48,000 items from other libraries. This shows we have a strong collection and non-residents borrow from us more than our residents go elsewhere.</p> <p>Positive feedback was given about the new report format.</p> <p>Dave Howe moved to accept the Treasurer’s April report. Amee Mody seconded. (Approved)</p>	
New Business		
<p>Librarian’s Report</p>	<p>Glenn Grube discussed his monthly written report as well as some additional highlights:</p> <ul style="list-style-type: none"> ● E-content downloads were up 85% and there were 400 brand new e-content users ● We used all of our 3D filament for PPE that has been donated to Avon Police Department, the Farmington Valley Health District, and Avon Emergency Operations Coordinator. ● The Reference Department uploaded an additional 1,000 items from our History Room collection to the CT Digital Archives. They also worked with our consulting archivist, Moira Conlin, and finished a processing manual for receiving donations ● Jess has redesigned the Library website’s homepage with a variety of tabs related to different virtual things that can be accessed now. ● Overall traffic to the website is about the same, less to the calendar, more to the digital pages, more traffic on weekdays. ● We did get a professional Zoom license and will be getting a second one. Online programs are going very well: book talks, one on one tech help, Book Buddies programs, podcasts for children and for teens, etc. ● Computer Use and Door Count stats are not being reported while we are closed. We have replaced those two metrics with social media stats and library card stats: ● Facebook reach was 28,183 and engagement was 1,991. ● Library card stats showed over 8,100 users (up from 7,700 a few months ago). ● Volunteer Recognition Month was observed with thank you emails to all library volunteers. ● Curbside pick-up of library materials continues, although not advertised widely yet. ● We are cancelling all June in-person programs and room bookings. ● Glenn, along with representatives from Public Works, the Town Manager’s office, and Avon’s Emergency Operations have scheduled an assessment of requirements to allow patrons in the building, e.g. Plexiglas barriers, repositioning, removal of furniture, toys and manipulatives from children’s department, etc. ● COVID19 leave policy is going to be phased out after Memorial Day. The Town is looking at a July 1 as a rough reopen date. The pool may open before, senior center after, and we are not sure where the Library will fall in that mix. ● Current curbside hours are 10 am to 4 pm. We will phase in evening and weekend hours. ● Town budget cuts were made to the 2020-21 budget. The HVAC project money is secure but the library saw \$7,500 in cuts including funds for Library cards, professional development, professional fees, and meals. ● There is a good process in place for quarantine for book returns: all returns sit for three days before being touched by staff, long enough time for COVID19 to die, and all fines are waived. <p>HVAC</p> <ul style="list-style-type: none"> ● The long term complete HVAC system is fully funded in the approved Town budget. ● The design work is continuing, and we expect some digging to begin after Memorial Day, but the real installation work won’t happen until fall at the earliest. Some trees 	<p>No Vote</p>

	<p>may need to be taken down. Glenn will be reaching out to the neighbors to let them know about the work.</p> <ul style="list-style-type: none"> Glenn wants to move forward with temporary A/C for this summer on both floors for up to \$50,000, funded by the Library Board. 	
Friends of the Library Report	<p>Joan Reiskin reported that the Friends have 493 members. The ice cream social and Fall luncheon have both been cancelled due to COVID19. Chris McKenna and Karen Hofheimer are leaving the board. There is no decision about book sale at this point. Book donations are not being accepted at this point given the complications of quarantining books.</p> <p>Carin Salonia expressed gratitude for the Friends and suggested innovative creative programming during this time.</p>	No Vote
Conflict of Interest Policy	<p>Betsy Bougere presented the revised policy that has been reviewed by the Operations and Administration Committee. Fred Lin presented the change narrative and discussed the three different categories of conflict of interest. The revised policy authorizes the Operations & Administration committee conduct the assessment and make the recommendation to the Board for approval. Nicole Nunziato moved to approve the policy as written. Donna Gianini seconded. (Approved)</p>	# 10 Yes
Unattended Children Policy	<p>Betsy Bougere presented the change narrative that has been informed by Glenn, Kari Ann, and Marisa. The intent is to have a very clear document to which staff can easily refer in the event of children left unattended at the library. Glenn described some common scenarios and the changes address these needs but the basic intent of the policy has not been changed. Joan Reiskin moved to approve the policy as presented with one typo corrected. Dave Howe seconded. (Approved)</p>	# 10 Yes
Virtual Reality Policy	<p>Betsy presented this brand new policy developed by Glenn and Anna informed by a variety of Virtual Reality policies. Glenn mentioned that a large amount of the language of the waiver comes directly from Farmington Library, the Microsoft store, and directly from HTC manufacturer's materials. Peter Anderson made a motion to accept the policy as presented. Ameer Mody seconded. (Approved)</p>	# 10 Yes
Old Business		
Library Director Assessment	<p>This item has been tabled in the interest of time.</p>	No Vote
Investment Committee	<p>Fred Lin would like one more person to join the investment committee. Responsibilities include evaluating opportunities that may come up and a CD that is maturing in June. Financial expertise is not a requirement. Common sense is the qualification.</p>	No Vote
Board Member Remarks	<p>Donna Gianini made the suggestion that the Board meet in person with social distancing in the Community Room for the June Board meeting.</p> <p>Glenn said that at this point the Town has asked that meetings of more than 5 meet virtually. Perhaps that will change before June 16, or perhaps the June meeting could be a combination of in person and remote attendance.</p> <p>Betsy shared that the Strategic Planning committee met a week ago and recommends that we do meet on July 21 to revisit the plan, to highlight what has been accomplished, adding a separate goal to the plan addressing COVID19 efforts. We can discuss this again in June.</p>	No Vote
Adjournment	<p>Nicole Nunziata moved to adjourn. Fred Lin seconded. Meeting was adjourned at 8:31 pm.</p>	# 10 Yes

Respectfully submitted, Glenn Grube, Library Director on behalf of Betsy Bougere, Secretary