

Avon Public Library Board of Directors Strategic Planning Discussion Virtual Meeting: July 21, 2020

Item	Summary																																																																						
Call to order	Meeting called to order by Carin Salonia at 7:00 pm.																																																																						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Attendee</th> <th style="text-align: center;">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>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>Amee Mody</td><td>BOD Member</td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td><td></td></tr> <tr><td>Beth Dance</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>Donna Gianini</td><td>BOD Member</td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td><td></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></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>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>Joan Reiskin</td><td>Friends of the Library</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>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		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		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	
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Opening Comments -Carin Salonia	<p>Carin Salonia opened with the reminder that the BOD is at the 2 ½ year mark in executing on our 5 year plan, and that this July meeting is a semi-annual dedicated meeting to review the plan. The last update was discussed in January. This is our opportunity to review priorities, ask questions, consider new goals needed or to delete unnecessary goals. She noted that she is proud of and grateful for the role of the Board in the work that has been done.</p> <p>She asked if there were additions to the agenda. There were none.</p>																																																																						
Strategic Plan Update -Glenn Grube	<p>Glenn summarized the highlights of the report: <i>Staff Accountabilities, Strategic Plan: Committee Update BOD Meeting 7/21/2020.</i></p> <p>These highlights included changing plans for the spring, summer and fall programs due to the COVID 19 requirements and the Library closure. New venues were found to deliver some programs and book talks (Zoom for virtual participation and Podcasts in coordination with the Farmington Valley Podcast Network). Others were cancelled. Work continued to launch STEAM Powered and to publish Imagine.</p> <p>Staff development continued with all full time and core part time staff having at least one performance planning meeting with their direct supervisor. Draft competencies were developed for technology, technical services and building systems, and some staff completed the competency self-assessment.</p> <p>Glenn reported on the Windows 10 upgrade, the data backup plan, HVAC progress, the plan for the purchase and installation of 2 AEDs, the use of 3D printers to create PPEs, and the Library’s plan to complete the self-certification necessary for reopening to the public.</p> <p>Glenn closed with the commitment to document what has been done and learned during the 2020 pandemic, to better prepare the Library for any disaster. Changes affected employee work policies and the need for different roles, communications to patrons, access to books and programs, facility management, and cooperation with the town and other libraries. We can consider where this learning might reside in the Plan going forward.</p>																																																																						

Committee Updates:	
Operations and Administration -Carin Salonia	<p>Carin summarized the highlights of the report: <i>Operations and Administration Strategic Plan Committee Update BOD Meeting 7/21/2020.</i></p> <p>The Library Director Assessment and the Board of Directors Self-Assessment were completed. Results and Next Steps are noted below.</p> <p>The revision of the Library’s 22 policies continues. To date, 5 policies have been updated, reviewed by the Operations and Administration Committee and approved by the Board (Volunteer, Investment, Conflict of Interest, Unattended Children, and Virtual Reality.) Others are underway in order of priority, with the exception that History Room is now an earlier priority. Betsy Bougere will add this update to the Operations and Administration 7/21/2020 report and reissue it.</p> <p>Work on the 3 top goals which resulted from the 2019 Staff Climate Survey was put on hold due to the Library closure. Collaboration with the BOD and staff will resume in the next 6 months. Readiness for next steps will be reviewed with Glenn in September.</p> <p>Recruitment for BOD members and Succession Planning for Committee Leadership will be a focus over the next 6 months.</p>
Marketing & PR -Dave Howe	<p>Dave summarized the work of the Marketing Committee and will share a written report following the meeting.</p> <p>When the Library was closed in March, the Committee had reviewed a best practice marketing plan recommended by Beth and agreed to focus on 4 initiatives in our plan:</p> <ol style="list-style-type: none"> 1. Conduct a patron survey (Amee and Joan) 2. Promote a sense of community within and through the Library (Beth) (Noted the connection to the employee engagement survey) 3. Promote new card membership (Donna) 4. Create a graphics style guide (Peter) <p>These were paused due to the impact of COVID 19</p> <p>Glenn clarified that the design and logistics of the website and social media are really the Library Staff’s accountability. When programs stopped, both were refocused on what the Library now can do.</p> <p>Dave will regroup with the Marketing Committee to recommend one thing the group will do, to have the most impact, between September and year end.</p>
Investment -Fred Lin	<p>Fred Lin noted that we updated and approved the Investment Policy which requires two reports during the year. He noted that early in the fiscal year, as a CD matured, we reinvested in 2 CDs at rates that now look high. This is consistent with our laddering strategy. There are additional funds purposely not reinvested pending expenses we will discuss in September.</p> <p>He requested, again, Board volunteers for membership on the Investment Committee which is now just Fred and Carin. Background in Finance or Investments is not required. Any Board member interested in learning more about our investment strategy and participating in these decisions is encouraged to apply.</p>
Library Board Self-Assessment -Carin Salonia, Betsy Bougere	<p>The top 5 votes from the BOD members’ survey of most important development opportunities were</p> <ol style="list-style-type: none"> 1. Get to know Library Staff 2. Learn more about Library functions 3. Research and compare best practices 4. Increased ethnic diversity on the Board 5. Develop a Board succession pipeline

	<p>After discussion, it was agreed to combine #1 and 2. Donna Gianini, Ameer Moody, Beth Dance and Joan Reiskin agreed to lead this work.</p> <p>Ideas shared were</p> <ul style="list-style-type: none"> • Use the website to introduce staff, their background, their role, favorite activities, etc. • Add getting to know staff to the monthly BOD agenda (10 minutes?) Invite staff to BOD meetings to talk about their jobs and projects (2 per month?) • Pick one Library practice to research and enhance <p>Donna, Beth, Joan and Ameer offered to brainstorm best ways to reach out to staff on this in September; on Zoom or in person?</p> <p>#4 and 5, Increase Ethnic Diversity and BOD Succession pipeline, will be combined and led by Nicole Nunziata, Carin Salonia and Fred Lin.</p> <p>It was agreed to defer discussion of the highest rated BOD development/training opportunities into later this year or next year.</p>
<p>Library Director Assessment -Carin Salonia, Glenn Grube</p>	<p>Before discussing opportunities for his development, Carin and the Board expressed sincere appreciation to Glenn Grube for the wonderful job he does, and his leadership, focus and resilience during these difficult times.</p> <p>The top 3 votes from the BOD members' survey of improvements for Glenn to focus on in 2020-2021 were:</p> <ol style="list-style-type: none"> 1. Continue efforts to align with evolving community needs 2. Help engage the BOD with Library staff through presentations and information sharing opportunities 3. Increasing use of surveys and engagement with community groups <p>Glenn commented that all of these are good ideas.</p> <p>Next steps are to build the development plan for Glenn, review with the Town Manager, and continue to support his work with the Board.</p>
<p>Adjournment</p>	<p>Meeting adjourned at 8:30 pm</p>

Respectfully submitted, Betsy Bougere 8/17/2020