

**Avon Public Library BOD Meeting**  
**BOD Room, Avon Public Library**  
**Date: November 17, 2020**

Item	Summary	Disposition																																																																											
Call to order	Carin Salonia called the meeting to order at 7:03 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>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;">Y</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>Patricia Valsecchi</td><td>Staff guest</td><td style="text-align: center;">N</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	Y		Nicole Nunziata	BOD Member	Y	Y		Peter Anderson	BOD Member	Y	Y		Joan Reiskin	Friends of the Library	Y	Y		Patricia Valsecchi	Staff guest	N	Y		Glenn Grube	Library Director	N	Y		LeonaMae Page	Clerk	N	Y		# 11 voting present
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	<b>Review and Approvals</b>																																																																												
Review and Adoption of Agenda	Jennifer Shufro moved to adopt the agenda. Joan Reiskin seconded. (Approved)	# 11 Yes																																																																											
Review & Approval of Annual Meeting Minutes	Review and approval of Annual Meeting minutes. Amee Mody moved to accept. Jennifer Shufro seconded. (Approved)	# 11 Yes																																																																											
Review & Approval of Monthly Meeting Minutes	Review and approval of October Monthly Meeting minutes. Dave Howe moved to accept. Donna Gianini seconded. (Approved)	# 11 Yes																																																																											
Review and Approval of Treasurer's Reports	<p>Fred Lin presented detailed Treasurer's reports for October. Highlights include:</p> <ul style="list-style-type: none"> <li>● Income for the month of October was \$2,470. YTD actuals \$44,856 vs. YTD budgeted income of \$28,618.</li> <li>● Expenses for the month of October were \$8,018. YTD actuals \$30,803 vs YTD budgeted expenses of \$37,491.</li> <li>● If this trend continues, even though we are spending a little more than we are taking in, we will be able to sustain ourselves this fiscal year thanks to the Mitnick Trust distribution.</li> <li>● Glenn Grube and Fred Lin attended the Mitnick Annual Meeting. The Library is one of six beneficiaries of the Mitnick Trust. The source of the Mitnick True Up amount is a legally required annual distribution of a 5% minimum of the 12 month average market value of the Mitnick Trust.</li> </ul> <p>Nicole Nunziata moved to accept the Treasurer's report. Jennifer Shufro seconded. (Approved)</p>	# 11 Yes																																																																											
	<b>New Business</b>																																																																												
Librarian's Report	<p>Glenn Grube discussed his monthly written report. Some highlights:</p> <ul style="list-style-type: none"> <li>● Open browsing hours 32 hours per week, normal (no COVID) is 56 hours in Nov</li> <li>● Due to a 61% increase in downloadable checkouts from this month last year,</li> </ul>	No Vote																																																																											

	<p>circulation was only down 6% over the same month last year despite 50% fewer hours</p> <ul style="list-style-type: none"> <li>• A grant for disaster planning was received from the Connecticut State Library. This will be used to create a plan for the History Room and collection, and will serve as a template for the Library plan</li> <li>• New computers have been ordered for staff in the children’s, reference, and technical services departments</li> <li>• The annual kindergarten field trip to the library has been reinvented as a virtual visit to the kindergarten classrooms, followed by online library card applications and a personal invite for each kindergartner to come in for a VIP tour of the children’s floor.</li> </ul>	
Friends of the Library Report	Joan Reiskin reported that the Friends are creating their own Facebook page and are seeking a new Publicity chair. Anyone interested in joining the Friends may do so on the Friends page on the Library’s website.	No Vote
Staff Guest	Glenn Grube introduced Patricia Valsecchi, Circulation & Outreach Services Manager. She shared that she has been here for seven years as of September 2020. She misses organizing the art gallery exhibits, delivering to homebound residents, and working together with the Friends on their author luncheon and book sale. She is enjoying things like curbside pick up and social media, including Facebook. Kindergartners who have received their first library cards have been sent a paper with a picture frame border to create an original artwork to be hung in the gallery. The children’s display will bring back some of the life and energy we have been missing.	No Vote
History Room Policy	Betsy Bougere presented the change narrative for the History Room Policy. Dave Howe made a motion to approve the new policy as presented. Nicole Nunziata seconded. (Approved)	# 11 Yes
Privacy Policy	Betsy Bougere presented the change narrative for the Privacy Policy. Jennifer Shufro made a motion to approve the Privacy Policy with corrections. Dave Howe seconded. (Approved)	# 11 Yes
<b>Old Business</b>		
Staff Focus Group	Carin Salonia and Nicole Nunziata are working to gather input from staff about what we should keep doing, what we should stop doing, and what we should start doing. Due to the challenge of finding times to meet, a three question survey is being considered.	
Board Member Remarks	Amee Mody, Nicole Nunziata, Betsy Bougere, and Carin Salonia all plan to attend various presentations by the Association of Connecticut Library Boards and will share what they learn with the Board in December. The recruiting of future board members was discussed. A recruitment flyer is posted in the Library foyer and will be added to the website and included in the newsletter.	No Vote
Adjournment	Amee Mody moved to adjourn. Dave Howe seconded. Meeting was adjourned at 8:31 pm.	# 11 Yes

Respectfully submitted, Betsy Bougere, Secretary