

**Avon Public Library BOD Meeting**  
**BOD Room, Avon Public Library**  
**Date: January 19, 2021**

Item	Summary					Disposition
Call to order	Carin Salonia called the meeting to order at 6:30 pm.					Quorum = 6
	<b>Attendee</b>	<b>Role</b>	<b>Voting</b>	<b>Present</b>	<b>Absent</b>	# 11 voting present
	Carin Salonia	BOD President	Y	Y		
	Nicole Nunziata	BOD Vice 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		
	Peter Anderson	BOD Member	Y	Y		
	Joan Reiskin	Friends of the Library	Y	Y		
	Colette Slover	Guest	N	Y		
	Deborah Sacks	Guest	N	Y		
	Leslie (Les) Wolfson	Guest	N	Y		
	Jim Landon	Guest	N	Y		
	Stephanie Guralnick	Guest	N	Y		
	Glenn Grube	Library Director	N	Y		
	LeonaMae Page	Clerk	N	Y		
<b>Review and Approvals</b>						
Review and Adoption of Agenda	Nicole Nunziata moved to adopt the agenda. Betsy Bougere seconded. (Approved)					# 11 Yes
Review & Approval of December Meeting Minutes	Peter Anderson moved to accept. Amee Mody seconded. (Approved)					# 11 Yes
Introduction and welcome of guests	<p>Glenn Grube discussed the Board’s actions to solicit potential new members since we have one vacancy and anticipate a few more this summer. Glenn invited five interested guests to join our meeting to gain a better understanding of the work of the Board and the role. They each introduced themselves:</p> <p><i>Stephanie Guralnick</i>, an Avon resident since 2019 and works at UCONN as the Policy &amp; Compliance Coordinator. She sees libraries as critical hubs in the community, and is a self-proclaimed book hoarder.</p> <p><i>Deborah Sacks</i>, an Avon resident for almost 40 years, is a retired art teacher, avid reader and regular library patron. She says her book club is one highlight of her life. She has seen the library grow into such an important part of the community and would like to do anything she can to help it become even better.</p> <p><i>Leslie (Les) Wolfson</i>, an Avon resident for 30 years, has enjoyed a long career as a neurologist, loves libraries and the changes he’s seen over the years in electronic resources. He looks forward to an opportunity to get involved at another level.</p> <p><i>Colette Slover</i>, an Avon resident for 8 years, is raising her two boys here and finds the library to be a wonderful resource for her and her whole family. She finds herself with some more time and would love to give that time to the library.</p> <p><i>Jim Landon</i>, an Avon resident since 2009, has three young children and works as an Actuarial Director at Aetna and would love to use his quantitative background to help the library.</p>					No Vote

Review and Approval of Treasurer's Report	<p>Fred Lin presented the January Treasurer's Report. He provided perspective on the coronavirus impact with a comparison of select financial metrics for the last 6 months of Fiscal year 2020 vs. 2021. He introduced the guests to the Library's two budgets: the Town budget (approximately \$1.7M) which offers primary support for salaries and other costs and books and periodicals, and the Board budget (\$109K) which supplements books &amp; periodicals as well as other expense categories such as programming and events. The funding for the Board budget includes proceeds from the Mitnick Trust of which the Library is one of six beneficiaries, as well as gifts from individuals and the Friends of the Avon Library.</p> <p>About two years ago, the Board budget had a surplus of approximately \$40K. The Board created "Board Innovation Grants" with these funds to empower staff to seek support for projects and programs beyond the scope of their regular budgets. Projects to date include the Children's Room "Literacy Boat" and programming in areas of technology, local history, and STEAM.</p> <p>Highlights of the detailed Board budget for December include:</p> <ul style="list-style-type: none"> <li>● Income for the month of December was \$2,135.00. YTD actuals \$72,789 vs. YTD budgeted income of \$49,785.</li> <li>● Expenses for the month of December were \$8,254. YTD actuals \$44,518 vs YTD budgeted expenses of \$54,750.</li> </ul> <p>Jennifer Shufro moved to accept the Treasurer's report. Dave Howe 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>● Reference staff and History Room volunteers digitized the 10,000th item from the Marian Hunter Local History Room collection this month.</li> <li>● The inaugural issue of Imagine Avon, a children's art and literary magazine with contributions from children and teens in grades 5-12, was published this month.</li> <li>● Despite limited hours and services due to the pandemic, December circulation totals actually increased slightly over December 2019. This demonstrates the strength of our digital collection and the popularity of our curbside pickup.</li> <li>● Jess is putting together a group of volunteer library patrons who will provide feedback on library programs and services from the end user perspective to help improve services.</li> <li>● Town Council approved a contract with All State Construction for our geothermal HVAC replacement project and work should begin in early 2021. The bulk of the work will be between February and May, with completion due by July 15.</li> <li>● An online library card application went live on our website this month.</li> <li>● The Library partnered with Avon's Youth Services Bureau to make 239 holiday cards that were distributed to local senior citizens.</li> <li>● The Avon Historical Society, Avon Library, and the Senior Center received a \$3,000 grant from the Farmington Bank Community Foundation to help support the Paelo-Indian program series scheduled for 2021.</li> <li>● The Gallery hosted two art exhibits, one virtual exhibit featuring works by Avon Arts Association on the Library website and social media, and the other featuring original artwork submitted by Avon kindergarteners.</li> </ul>	No Vote
Friends of the Library Report	The Friends hosted several virtual programs including Helen Walton's holiday concert on December 22 with 25 in attendance.	No Vote
Introduction to Strategic Plan Review Dave Howe	Dave Howe, new head of the Strategic Planning Committee, introduced the discussion with an overview of our Strategic Planning process with reviews of progress every 6 months. He emphasized that the plan is a living document that changes given changing requirements. He encouraged our guests to review the 2018-2022 plan on the AFPL website. To prime the	No Vote

	conversation he had asked Board members to suggest one small change that we could consider to improve how we serve as the center of our community. Some of the ideas offered were to hold patrons' focus groups, have a notary public available, enhance maker space programs, add staff, expand use of the community room and expand staff-patron interaction.	
Strategic Planning update: Staff Accountabilities Glenn Grube	Glenn described the ongoing changes in managing staff and building resources to comply with COVID requirements for safety and reopening. He shared that, in addition to these adjustments, the major impact of the pandemic over the last 6 months was change to the way patrons access the Library's collections and services. Curbside pickup, remote printing, digital access to the collection, restricted browsing hours, on-line card issue, pod-casting and virtual programming with Zoom, and one-on-one virtual tech consultations, all transformed the Library user's experience. He reviewed the actions taken to develop staff and reinforce the culture of creativity, innovation and collaboration. He updated the Board on technology upgrades, virtual user education on advanced technology/computer topics, and critical progress made to resolve the HVAC issues.	No Vote
Strategic Plan Update: Operations and Administration Carin Salonia	Carin reviewed the progress made on development planning for the Library Director and Board members. She reviewed actions taken to strengthen succession planning for Board positions and fill vacancies. Opportunities for recognition and increased communication with staff were explored. During the 2020 year, 12 policies were revised and approved by the Board.	No Vote
Strategic Plan Update: Marketing Committee Beth Dance and Donna Gianini	Donna recapped the development of the 2020-2023 Marketing Plan. She reviewed the 4 key goals and discussed the implementation plans for 2021. Highlighting progress on Goal 2, Promote Community Feeling, Shared Experiences at AFPL, she shared that a "Get to Know Your Board" profile was created and shared with staff. Staff members began attending Board meetings to discuss their background, role and work, in order to build relationships and understanding. The idea of issuing short survey questions to those who use the website or check out books (Goal 1) in Q1 was discussed, with a more comprehensive survey approach deferred to Q3. Peter Anderson asked for help with Goal 4 (Graphic and Editorial Style Guide) and Beth Dance volunteered to do so.	No Vote
Close: Strategic Plan Discussion	Dave Howe thanked everyone for their participation and commented that we have 1 year and 5 months under the current plan, and that work will begin this year to frame the 2022-2027 AFPL Strategic Plan. Carin Salonia thanked the Board for their support and commitment and our guests for joining us.	No Vote
<b>Old Business</b>		
Board Member Remarks	Many thank you's and one written thank you note were received from staff in response to the gift cards.	No Vote
Adjournment	Dave Howe moved to adjourn. Nicole Nunziata seconded. (Approved) The meeting adjourned at 8:30 pm.	#11 Yes

Respectfully submitted, Betsy Bougere, Secretary