

Avon Public Library BOD Meeting
BOD Room, Avon Public Library
Date: March 16, 2021

Item	Summary					Disposition
Call to order	Carin Salonia called the meeting to order at 7:01 pm.					Quorum = 6
	Attendee	Role	Voting	Present	Absent	# 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		
	Deborah Sacks	Prospective Board Member	N	Y		
	Stephanie Guralnick	Prospective Board Member	N	N		
	Moira Conlan	Archivist / Consultant	N	Y		
	Tina Panik	Reference & Adult Services Manager	N	Y		
	Anne McNeely	Guest	N	Y		
	Collete Slover	Guest	N	Y		
	Glenn Grube	Library Director	N	Y		
	LeonaMae Page	Clerk	N	Y		
	Review and Approvals					
Review and Adoption of Agenda	Beth Dance moved to adopt the agenda. Betsy Bougere seconded. (Approved)					# 11 Yes
Review & Approval of February Meeting Minutes	Dave Howe moved to approve the February minutes. Nicole Nunziata seconded. (Approved)					# 11 Yes
Introduction and welcome of guests	Glenn Grube introduced Tina Panik, Reference & Adult Services manager; Moira Conlan, Traveling Archivist; and three prospective board members: Deborah Sacks, Collete Slover, and Ann McNeely. Ann has been an Avon resident for 8 years, is Vice President of Environment Health and Safety at Raytheon Technologies, and she and her five- year- old son often use the library's resources and take part in activities.					No Vote
Review and Approval of Treasurer's Report	<p>Fred Lin reported that the financial condition of the library remains healthy even with the impact of coronavirus. Two-thirds of the fiscal year has been completed and we are under budget.</p> <p>Highlights of the detailed Board budget for February include:</p> <ul style="list-style-type: none"> ● Income for the month of February was \$17,268. YTD actuals \$91,803 vs. YTD budgeted income of \$72,403. ● Copier and Lost Book income and projected interest will be short of budget. Mitnick income will more than offset these shortfalls. ● Expenses for the month of February were \$7,428. YTD actuals \$55,705 vs YTD budgeted expenses of \$70,132. ● Professional Development and Programming will stay under budget due to the lower 					# 11 Yes

	costs of on line opportunities and programs. Other expenses will come in closer to budget. Amee Mody moved to accept the Treasurer's report. Jennifer Shufro seconded. (Approved.)	
	New Business	
Librarian's Report	<p>Glenn Grube discussed his February report. Some highlights:</p> <ul style="list-style-type: none"> • Geothermal HVAC Project Update: The trees are down, the fence is up, and the drilling is in process. 10 of 36 wells are drilled with completion expected by the end of April. Three large sections of the maples have been preserved to be made into interesting locally sourced furniture in the future. • Avon Library's Farmers Market is retired after a second summer with no market planned due to the pandemic. This has been received with disappointment and understanding. Thanks to Tina and the Farmers Market Team for 7 years of devoted work. • One year into reduced hours and services due to Covid, Avon Library's circulation statistics are at approximately 75% of the previous year, despite being open for less than 60% of pre pandemic service hours. • Covid capacity restrictions for libraries will be lifted on March 19, however we have been limiting services, not capacity, so this will not effect us. Conversations about how we will phase in-person services back in have begun. The Town of Avon is not requiring staff to be vaccinated. We want to get to the point where all staff are eligible to get vaccinated and all who want to be vaccinated have had the opportunity. • The Valentine's Day love in the Children's and Teen Services department was strong this month, with Valentine's sent to our virtual program audience, teens creating Valentine's cards for local seniors, and many messages of appreciation from our users. • A revised data backup plan for library servers results in a more secure environment and lower support costs. • Jessica Noble is working hard to make sure our WordPress website is ready for the next updates before they become mandatory. • The town's attorney is in conversation with Granite, the phone service provider in place during the December and January instances of international phone fraud totaling approximately \$1600. The library phone service is now provided by Frontier. 	No Vote
Friends of the Library Report	The Friends welcomed 26 new members and have a total membership of about 500. They continue to financially support many of the Library's virtual programs.	No Vote
Marian Hunter History Room Disaster Plan	<p>Moira Conlan is the archival consultant and one of the traveling archivists for the state of Connecticut. The Library received a grant in 2016 to do an assessment of the History Room, funded by the National Historical Publications and Records Commission (NHPRC) in conjunction with the Connecticut State Historical Records Advisory Board (SHRAB). This grant also allowed for the implementation of recommendations from the assessment, one of which was to create a Disaster Plan. The archival world has always focused on emergency preparedness but disaster planning became particularly critical in the early 2000's when a series of hurricanes hit the Gulf coast.</p> <p>With Moira's support, Tina Panik has developed the Disaster Plan for the History Room which will lead to a Disaster Plan for the Library as a whole. Contact information will be updated yearly and the entire plan will be updated every 3 to 5 years. The Society of American Archivists offers many resources for continued learning through their "May Day" programs held each year on May 1.</p>	No Vote
Staff Guest – Tina Panik, Reference &	Tina Panik enthusiastically presented her Reference Department team of 15 staff highlighting their diversity: gender, age, race, nationality, and family composition; and three have seen the	No Vote

Adult Services Manager	library through its expansion. Tina noted that patrons are missing community time and virtual programming is filling the void for now. It has eliminated the barrier of geography, facilitating access to an author in England, an expert in Illinois, and other author events. Programming on controversial topics benefit from the webinar format which allows for greater control of comments and disruptions.	
Review and approval of the revised Programming Policy	Betsy Bougere reviewed the revised Programming Policy with special mention of two new Procedures: Virtual Program Delivery and Program Evaluation. There were no further questions from the Board. Jennifer Shufro moved to accept the revised Programming Policy. Dave Howe seconded. (Approved)	# 11 Yes
Old Business		
Vote on new Board members	On behalf of the Operations & Administration committee, Carin Salonia nominated Deborah Sacks and Stephanie Guralnick to the BOD effective immediately. Both candidates attended prior BOD meetings and were interviewed by members of the O&A committee who felt a strong alignment of skills, interest and passion for the Library's purpose, mission and services. The proposal to immediately join the BOD will allow 2 months of onboarding and mentoring with BOD members, Peter Anderson and Jennifer Shufro, whose terms on the Board will end at the close of the budget year, June 30. Jennifer Shufro moved to accept the nomination for Debra Sacks. Joan Reiskin seconded. (Approved) Amee Mody moved to accept the nomination for Stephanie Guralnick. Dave Howe seconded. (Approved)	# 11 Yes # 11 Yes
Board Member Remarks	Nicole Nunziata attended the first Paleo-Indian program and said it was excellent. Nicole complimented Glenn on his leadership in maintaining a safe and available library after reading an article that showed this is not the case everywhere. Glenn commented that Hiram Peck, the town planner, talked of a spring opening of Avon Village. The Library may partner with Whole Foods around food and healthy living programming. Beth Dance noted a "full circle moment" when she was recognized as a Board member while checking out books, thanks to the recent 'Board Bio' sheet she created! Amee Mody applauded the Reference Department for its programming that centers on and supports the many and varied people that call Avon home. Everyone again thanked Tina and welcomed Deborah and Stephanie.	No Vote
Adjournment	Nicole Nunziata moved to adjourn. Amee Mody seconded. (Approved) The meeting adjourned at 8:33 pm.	# 11 Yes

Respectfully submitted, Betsy Bougere, Secretary