

**Avon Public Library BOD Meeting**  
**BOD Room, Avon Public Library**  
**Date: April 20, 2021**

Item	Summary					Disposition
Call to order	Carin Salonia called the meeting to order at 7 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		
	Deborah Sacks	BOD Member	N	Y		
	Donna Gianini	BOD Member	Y	Y		
	Jennifer Shufro	BOD Member	Y	Y		
	Peter Anderson	BOD Member	Y	Y		
	Stephanie Guralnick	BOD Member	N	Y		
	Joan Reiskin	Friends of the Library	Y	Y		
	Anne McNeely	Potential BOD Member	N	Y		
	Jessica Noble	Technology & Technical Services Manager	N	Y		
	Glenn Grube	Library Director	N	Y		
	LeonaMae Page	Clerk	N	Y		
<b>Review and Approvals</b>						
Review and Adoption of Agenda	Jennifer Shufro moved to adopt the agenda with one change, deferral of the vote on the Bulletin Boards, Display Cases and Gallery Policy, now renamed the Exhibit Spaces Use Policy. Donna Gianini seconded. (Approved)					# 11 Yes
Review & Approval of March Meeting Minutes	Peter Anderson moved to approve the March minutes. Amee Mody seconded. (Approved)					# 11 Yes
Introduction and welcome of guests – Glenn	Glenn Grube commented that ongoing electronic Board participation may continue, however, to comply with FOI after May 20, we will likely need a physical presence in a place open to the public. Glenn Grube introduced and welcomed Jessica Noble, Technology & Technical Services Manager, and Anne McNeely, potential BOD member, joining the meeting for the second time.					No Vote
Review and Approval of Treasurer’s Report	The overall financial condition of the Library remains healthy. Highlights of the detailed Board budget for March include: <ul style="list-style-type: none"> <li>• Income for the month of March was \$509. YTD actuals \$92,312 vs. YTD budgeted income of \$76,778.</li> <li>• Gifts were received and appreciated. Those who work for corporations are encouraged to ask employers if they match donations.</li> <li>• Expenses for the month of March were \$6,984. YTD actuals \$62,689 vs YTD budgeted expenses of \$80,000.</li> <li>• Technology expenses included renewals of three annual services: public computer &amp; wifi reservation system; ebook hosting; and public scanner.</li> </ul>					# 11 Yes

	<ul style="list-style-type: none"> <li>• Gifts expenses included the balance of disaster plan consulting work and the resulting kit; and half the cost of printing &amp; mailing of the Friends Spring newsletter.</li> <li>• Avon’s borrowIT grant award (previously named “Connecticard”) is \$15,813 more than double from the average of the previous several years. Avon’s early start of curbside pickup and steady schedule of open hours definitely attracted residents of surrounding Farmington Valley towns and Avon was a net-lender by 11,821 loans this year.</li> <li>• Current investments will be held until maturity. Further investments will be considered once interest rates improve.</li> </ul> <p>David Howe moved to accept the Treasurer’s report. Beth Dance seconded. (Approved.)</p>	
	<b>New Business</b>	
Librarian’s Report	<p>Glenn Grube shared highlights:</p> <ul style="list-style-type: none"> <li>• Unearthing History, a series of virtual lectures about the Paleo-Indian archaeology discoveries in Avon, drew live attendance of 230 to the first program and 200 to the second, as well as 385 recorded views of the first program and 111 of the second. Three more programs will be held over the next several months (May 6, September 9, and October 7).</li> <li>• Total circulation is up approximately 5% over this month last year, but e-content downloads dipped slightly.</li> <li>• Our technology and business audience has been loving the online classes provided by Second Innings, a local non-profit. This winter, Second Innings is doing two series of classes, one on cybersecurity and the other on the Python programming language. See more about Second Innings and their library partnerships in the attached article from the April 2021 edition of Valley Life.</li> <li>• With so many great programs and instructional videos now on our YouTube channel, we are now including YouTube reach and engagement in our social media statistics collected monthly. We have seen over 12K views of our videos since July 1.</li> <li>• Progress continues on the geothermal HVAC project, with over 25 of the 36 wells already drilled. Work in the attic and basement is progressing and being scheduled in the least disruptive way possible.</li> <li>• A \$3,000 community engagement grant from the American Library Association was awarded to Avon Library to help support community discussions of the book <i>Stamped from the Beginning</i>.</li> <li>• Avon Library is eligible for a maximum allocation of \$17,307, American Rescue Plan Act funds. Glenn will attend a webinar to learn the process and requirements.</li> <li>• Progress has been made in our calendaring software upgrades and website.</li> <li>• Library Connection (LCI), a non-profit cooperative of libraries of which we are a member, is developing a new app that should be live in the next few months.</li> <li>• Curbside Pickup is back outside thanks to the nice spring weather. A few chairs have been added on the first floor allowing for individuals to stay for a maximum of two hours. We are looking at extending our browsing hours a bit, perhaps adding in some open hours on the children’s floor, eliminating the cleaning window, adding homebound services back in, and circulating iPads and other items.</li> </ul>	No Vote
Friends of the Library Report	<p>The Friends will be supporting a virtual magic class and a virtual Tanglewood Marionette performance in August as well as three DJ dance parties on the lawn in June &amp; July. The Friends remain undecided regarding the Author Luncheon. It is tentatively scheduled for October 22. An audience of 175 would be the minimum needed to cover expenses so they need to wait and see what will be possible. The membership numbers reported before were a little high. The current accurate total membership is 475.</p>	No Vote
Technology Plan – Jessica Noble	<p>Jessica Noble presented on “Reinventing the Tech Plan.” Our tech plan is an internal tool for making decisions and setting priorities for technology projects. Previously, technology plans</p>	No Vote

	were 3-year somewhat static documents. The reinvented plan separates day-to-day actions from the ideas and structure that define it. The plan has four main guideposts that will remain valid while projects can be adjusted as required. The goal is to support the complex and diverse needs of the Library organization and community with technology that is simple, flexible, and reliable.	
Staff Guest – Jessica Noble, Technology & Technical Services Manager	Jessica Noble has been a librarian for 11 years and at Avon Library for 7 years. The Technology Plan presentation captures the technology side of Jessica’s responsibilities. She also manages Technical Services, tending to the full life cycle of the Library’s holdings from ordering and cataloging, to repairing and discarding, and every step in between. Other projects include the website, the White Room, 3D Printing, and IGNITE, a technology program for all teens but specifically geared towards teens who identify as girls. Before Jessica was a librarian, she was in theater as a set designer and artisan. In her free time, she sews, knits, dances, and serves as a board member for Hartford Underground, a vintage swing dancing group.	No Vote
Review and approval of the Bulletin Board, Display Cases, and Gallery Policy	The Bulletin Board, Display Cases, and Gallery Policy have been combined into a single policy named the Exhibit Space Policy. Betsy Bougere invited feedback and questions as a next step.	No Vote - Tabled
Proposed expenditure of Capital Campaign funds	Glenn Grube spoke of the wood salvaged from the three mature maples removed to accommodate the HVAC project. The wood can be milled for \$2K to be created into unique furniture for the Library by Ted Esselstyn whose murals can be seen in the children’s room and furniture can be seen on his website which says he creates “furniture from the urban forest” <a href="https://www.city-bench.com/">https://www.city-bench.com/</a> . Jennifer Shufro made a motion to approve the \$2K expenditure to mill all three trees. Dave Howe seconded. (Approved.)	# 11 Yes
<b>Old Business</b>		
Board Member Remarks	Several members expressed high praise for the quality, depth, and breadth of the Tech Plan. Dave Howe asked that everyone mute when not speaking to improve the sound quality for all.	No Vote
Adjournment	Nicole Nunziata moved to adjourn. Ameer Mody seconded. (Approved) The meeting adjourned at 8:41 pm.	# 11 Yes

Respectfully submitted, Betsy Bougere, Secretary