

AVON PUBLIC LIBRARY BOARD OF TRUSTEES

AVON TOWN CLERK
REC'D JAN 10 2024 PM 12:00

October 3, 2023

Minutes

In attendance: Elise LaForge (Library Director), Dylan Benoit (Assistant Library Director), Chuck Comeau, (Chair) Paul Chute (Secretary), Nancy Puckett (Member)

1. Call to Order
 - a. Meeting called to order at 3:02pm.
2. Approval of Minutes of
 - a. 6/2/23 - Approved
 - b. 8/2/23 - Approved
3. Future meeting dates
 - a. Nov - 11/14/2023 at 3:00pm
 - b. Dec - 12/12/23 at 3:00pm
4. Old Business
 - a. Building maintenance
 - i. Electrical service project
 1. Town Administrator discussed proposed plan to move electrical paneling indoors and update the system. The plan may cause the loss of a restroom, which could impact building occupancy, and concerned Trustees.
 2. The Town Administrator will inquire about the cost of enclosing and updating the current electrical paneling. Prices and plans will then be compared.
 - ii. Needs assessment, Weston & Sampson Friday 10/6 @ 10:00am
 1. Consultant from Weston & Sampson will take a look at the interior and exterior of the building and propose the cost for a full needs assessment. Areas to address, in particular, include:
 - i. Roof
 - ii. HVAC
 - iii. Basement
 - iv. Front door
 - v. Windows
 - iii. Security cameras- ENE
 1. There is \$27,000 remaining in an IT article to update security systems in town. ENE, who installed systems for PD and FD, will provide a quote for updating the library system. The new system

will be accessible through the Town network which will require a server. Server may be housed at Town Hall.

b. Printer/copier/fax

1. The new machine is up and running. Current free print policy is not changing: 20 pages print/copy free. 10 pages fax free.
2. Printer use will be checked monthly to determine if the policy needs to be changed.

5. New Business

a. Emergency preparedness

- i. A general discussion of emergency preparedness was held with an emphasis on the need for some concrete policies and plans. Some concerns brought up were:

1. What to do in the event of a power outage
2. What to do in the event of a severe weather event like a tornado warning
3. Possible Narcan training
4. Possible AED training
5. What to do in the event of a mass shooting
 - i. Also, what to do in the event of a shooting or lock down at the high school.

b. Behavioral policy update

- i. The board approved a 3 strikes rule for student behavior within the library. If a student is asked to leave, they may return the next day. If they are asked to leave again, they will need to set-up a meeting between a parent or guardian and the Library Director to discuss behavioral expectations within the library. If the student is asked to leave a third time, they will not be allowed to enter the building unless they are with a parent or guardian.
- ii. The Library Director is looking to update, condense, and reduce the redundancy of the current Library policies. The Town Council, Select Board, and Town Administrator will be involved in the approval.

6. Director's Report

a. After school report

- i. Overall, the after-school environment has been good.
- ii. There is currently one student not allowed to enter the building without an adult.

b. September programs

- i. Programs- 23 Programs held
- ii. Attendance- 115 total attendance

c. September circulation and usage programs

- i. Circulation- 2,797 items circulated in September
- ii. Hoopla & Overdrive- 193 Hoopla uses and 486 Overdrive uses

- d. New hire- A new part-time circulation assistant, Mark Devoll, has started and is doing great.
- e. Financial Report- See handout

Meeting adjourned at 4:06pm