

AVON PUBLIC LIBRARY BOARD OF TRUSTEES

November 14, 2023

AVON TOWN CLERK
REC'D JAN 10 2024 PM12:20

In attendance: Paul Chute (Secretary, Board of Trustees), Elise LaForge (Library Director), Nancy Puckett (Member, Board of Trustees)

MINUTES

1. Call to Order
 - a. The meeting was called to order at 3:22pm
2. Approval of Minutes of
 - a. 10/3/23- approved
3. Future meeting dates
 - a. Tues Dec 12 @ 3
 - b. Jan date TBD
4. Old Business
 - a. Needs assessment article- The article for the library building needs assessment will be amended to take the amount needed from free cash.
 - b. Rooftop unit update- The rooftop unit had its semi-annual service completed for winter, the tech is recommending we replace the rollout switch and flame sensor soon because of rust build up.
 - c. Burgess update- The library is officially on a regular maintenance plan with Burgess Pest Management. They have been to the library a total of 3 times, once for set-up and twice for follow-up. All visits to date are included in the plan.
 - d. Staff development day- The library will be closed to the public on Friday, November 17, for a full day of staff training. Employees will be attending the Staff Appreciation Luncheon at the Town Hall on the same day.
5. New Business
 - a. The Friends of the Library will be holding a "Meet the Friends" event on Dec. 8th at 1:00 for potential new Friends to help set-up for the Holiday Party as well as to learn more about the group and whether it might be a good fit for them.
 - b. The Trustees would like the Library Director to replace the child-sized AED pads for the defibrillator and reach out to AFD to see if they can provide training on how to use the AED.
 - c. State Aid recipients have been announced. Avon met the full requirements and will be awarded a total of \$11,606.42. The initial payment of \$6,270.62 will be sent in December.
6. Director's Report
 - a. Budget season- The Library Director has submitted the first budget draft and will have a meeting with the Town Administrator, Finance Director, and Town Accountant to discuss on Wednesday 11/15.
 - b. After school report

- i. Overall, behavior after school has been good.
 - ii. There is currently one student who not allowed to enter the building without an adult and 3 students who have been advised that they need to set up a meeting with the Library Director and parent/guardian, to discuss the problematic behavior what is needed for them to return to the library.
- c. October statistics
 - i. In-person attendance: 2,817
 - ii. Programs: 22
 - iii. Attendance: 198
 - iv. Circulation: 3806
 - v. Hoopla & Overdrive: 622
- d. Financial Report- see handout

Adjourned: The meeting was adjourned at 4:02pm