

AVON PUBLIC LIBRARY BOARD OF TRUSTEES

December 12, 2023

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

MINUTES

1. Call to Order

- a. Meeting called to order at 3:03pm

2. Approval of Minutes of

- a. 11/14/23- approved by Paul and Nancy

3. Future meeting dates

- a. January 17 @ 9:00am
- b. February 14 @ 9:00am

4. Old Business

a. Building maintenance

i. Water from recent storm

- 1. The library had significant water inside the building as a result of the storm on December 11th, specifically in the basement and the front entryway.

ii. Central Signal

- 1. Central Signal has split the motion sensor near the Children's Area in attempt to alleviate the constant alarms.

iii. Security camera upgrade

- 1. The Library Director has submitted a capital request for new security cameras.
 - i. In (month) ENE came out to the library and provided a quote for 5 new internal cameras, 3 exterior cameras, all new cabling, a recording server, and a monitor for approximately \$65,000.
 - ii. There is an existing article with \$27,887.00 to be used for security cameras and the capital request is for the remainder, a total of \$36,847.00, which will go to vote at Annual Town Meeting.

b. Needs assessment

- i. Terms of agreement are being finalized with the Town Administrator, the contract will be approved by Select Board, the assessment can begin.

5. New Business

a. Updated and new policies

- 1. Patron Behavior and Safety Policy
- 2. Visiting Minors Policy
- 3. Parking lot policy

- i. Nancy and Paul made a motion to approve pending Chuck's approval and signature.
 - ii. Approved policies will be presented to the Select Board on 12/21/23 for their approval.
 - b. No trespassed patrons
 - i. On Thursday, December 7th two patrons visited the library and engaged in inappropriate behavior in the Teen Area of the library. They were seen on camera by the Assistant Director, who called the Avon Police Department. An officer spoke with both of them, then called back up. One patron was arrested, and the other was told to leave. Both patrons were given a formal No Trespass Order by APD and may not return to the library or grounds. If they attempt to visit the library staff will call APD.
 - c. Holiday luncheon closure, 12/20 @ 12
 - i. The Library Director requested permission to close the library from 12:00-1:00 on 12/20 so that the staff may attend the employee holiday luncheon at Town Hall. The Trustees approved the closure.
- 6. Director's Report
 - a. After school report
 - i. One student not allowed to enter building without adult.
 - ii. 5 students who have been advised that they need to set up a meeting w Director and parent/guardian.
 - b. November statistics:
 - i. In-person visits: 2,257
 - ii. Programs: 21
 - 1. Super Smash Tournament- The library hosted a very successful Super Smash Bros Tournament for 20 young patrons, with pizza. It got loud, but everyone was respectful and had a great time.
 - 2. Pop-Up Art School- PUAS came back to the library for a "sold-out" event that was enjoyed by all.
 - iii. Program attendance: 110
 - iv. Circulation: 2,514
 - v. Hoopla & Overdrive: 615
 - c. Financial Report
- 7. Adjourned
 - a. 3:55pm