

AVON PUBLIC LIBRARY BOARD OF TRUSTEES

AVON TOWN CLERK
REC'D MAR 14 2024 AM 10:46

January 17, 2024

In attendance: Chuck Comeau (Chair), Elise LaForge (Library Director), Nancy Puckett (Member)

MINUTES

1. Call to Order

9:05am

2. Approval of Minutes of

- a. Approval of 12/12/23 minutes will wait until Paul Chute returns from vacation.

3. Future meeting dates

- a. Feb 14, 2024 @ 9:00am

4. Old Business

a. Building maintenance

- i. On Saturday, January 13, the library had significant water inside the building. A new, large leak appeared above the large window in the teen area. This and other leaks were documented and sent to the Town Administrator.

- 1. The Town Administrator, Building Inspector, Roofer, and Insurance Adjuster will be visiting to look at roof.

- ii. Central Signal came out to fix another sensor/contact, this time on the employee entrance door.

- iii. Sink in the new public restroom is not working, Chuck will investigate and make a recommendation.

b. Needs assessment

- i. Next steps for Needs Assessment are a preliminary walkthrough with Weston & Sampson team, which we are working on scheduling now.

5. New Business

- a. Updated and new policies- The Director has drafted updates for the following policies, which will wait for formal approval until all Trustees are present:

- i. Collection Development Policy
 - ii. Reconsideration of Material Policy
 - iii. Freedom to Read statement

b. Problematic patron

- i. An adult male patron, whose identity is unknown, has been visiting the library regularly to use the computers for some time. On January 8th at 2:30pm he was seen by a staff member looking at pictures of nude women. The Library Director ended his computer session remotely and he got up and left without addressing anyone or being addressed by staff. He returned on January 11th and the Director spoke with him about his behavior and advised him that he would not be permitted to use the computers anymore. He eventually left and has not returned.

- c. Blinds To Go
 - i. Before leak appeared in teen area, the Director received a quote from Blinds To Go for two sets of shades for large windows by Assistant Director and Programming Assistant's desk. The total for both is \$850. The Trustees approved the expenditure once the leak has been abated.
- d. Mobile hotspots
 - i. The Director is recommending a switch from Mobile Beacon to T-Mobile for the library's circulation hotspots. Mobile Beacon's service has been decreasing in quality for months and the contract is expiring. The Trustees approved the expenditure. The following information was compiled and shared ahead of the meeting:
 - 1. Cost of current service: \$120/device, totaling \$600/year
 - 2. Cost of new service: \$31.50/month per device, totaling \$1890/year
 - 3. Current mobile hotspot circulation: 115 checkouts or 80 checkouts/device in one year

6. Director's Report

- a. After school report
 - i. Overall, the after-school atmosphere has been good.
 - ii. There is currently one student who is not allowed to visit the library without the supervision of an adult.
 - iii. There are currently 5 students who have been advised to set-up a meeting with the Director and a parent/guardian if they wish to continue using the library.
- b. December statistics
 - i. In-person visits: 2,107
 - ii. Programs: 17
 - 1. Attendance: 157
 - iii. Circulation: 2,239
 - iv. Hoopla & Overdrive: 626
 - v. Items added: 326

Adjourned:

The meeting was adjourned at 10:19am