

Avon Public Library

**Trustee Meeting, Tuesday March 10, 2020**

Called to order at 5:02 at the Avon Public Library 280 West Main Street.

Present: Chuck Comeau, Paul Chute, Julie Murray, Library Director Ann Fogg

Next Trustees meetings scheduled for:

- Tuesday, April 7, 2020 at 5:30 PM
- Tuesday, May 12, 2020 at 5:30PM

February 11, 2020 Minutes read and reviewed. Motion to accept the minutes by Chuck, 2<sup>nd</sup> by Julie.

February 21, 2020 Minutes read and reviewed. Motion to accept the minutes by Chuck, 2<sup>nd</sup> by Julie.

February 21, 2020 Executive Session Minutes read and reviewed. Motion to accept the minutes by Chuck, 2<sup>nd</sup> by Julie. All votes unanimous.

**Old Business:**

Lobby Renovation: Contracts were signed. Building Inspector is reviewing the plan. Dig Safe and electrician have been in to take pictures and mark areas.

Budget Meeting with Board of Selectman: The BOS doesn't want to hire any new staff positions. The FinCom and BOS asked that the Library look into possible internships for the time being. They also asked for more specifics about the types of programs and audiences the Young Adult position would be targeting. They accepted the pay increase for the pay of the part-time positions. There are currently no raises factored in as a Town wide survey is being done.

Staff: Would like to have staff come in at 9:00 and stay until 4:00 due to OCLN book drop off times. Trustees would like to have staff polled to see what they think of the time change.

Heather Wade started in the new Senior Circulation position. Nabila Abdulsalam has tendered her resignation effective March 7, 2020. Her position will be open internally before being open to the public.

**New Business:**

Avon Town Hall is having a meeting about work being done on the parking lot. Library was notified due to being an abutter.

**Director's Report:**

Three new computers, donated by DA Morrissey have been placed in the library. Two of which have been placed in the public area use. Desks purchased by the McElaney Trust will be used for the computers. One of the computers has been placed on the end of the circulation desk for staff use. Currently there are six working computers for public use.

Poll on keeping the library open later on Fridays has ended. The results were as follows: 3:00PM 16 votes, 4:00PM 4 votes, 5:00PM 16 votes. This will be tabled until the late summer/fall.

A Town-wide employee training will take place on March 24 from 10:00-11:00AM. Paul made a motion to open the Library 11:30. Chuck 2<sup>nd</sup> the motion. Vote was unanimous.

Town is closely monitoring the Corona Virus . Library has literature on the virus available for patrons to read, providing hand sanitizer, wiping surfaces with anti-bacterial cloths.

Circulation Statistics: Reviewed January and February 2019 with January and February 2020.

Ann went to the Rotary Meeting in February. She is interested in attending the Avon Industrial Park Association.

April art will be provided by AMHS.

**Action Items:**

Policy Review:

Reconsideration of Materials- Review of policy by trustees. Policy reviewed by Trustees. Patron Request for Reconsideration of Material Form reviewed and motion to accept made by Julie, 2<sup>nd</sup> by Paul. Vote was unanimous. Form will be kept in the policy binder behind the desk.

Motion to adjourn the meeting at 6:29PM by Chuck, 2<sup>nd</sup> by Paul. Meeting adjourned at 6:29

Respectfully Submitted,

Julie A. Murray