

Trustee Meeting, Tuesday September 17, 2019

Called to order at 5:45 at the Avon Public Library 280 West Main Street.

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

Next Trustees meetings scheduled for:

- Tuesday, October 15, 2019 at 5:30 PM
- Tuesday, November 12, 2019 at 5:30 PM
- Tuesday, December 10, 2019 at 5:30 PM

TOWN OF AVON
2019 SEP 20 A 8:24
TOWN CLERK

Old Business:

Roof: The punch list was generated by the architect and sent to the subcontractor. Punch list should be complete within two weeks.

Strategic Plan: Strategic Plan has been finished. Chuck made motion to adopt the Strategic Plan with noted corrections, 2nd by Julie.

List of outstanding meeting minutes: The following meeting minute dates are under review: 4/1/2019, 4/16/2019, 12/4/2018, 11/05/2018, 9/27/2018, 8/23/2018, 2/17/2018, 1/27/2018

New Business:

Lobby Renovation: Bid for renovation will not take place until after the roof is completed. Ann spoke with Greg Enos, she will be included in the process when time-lines for work within the library are being created.

National Grid bill: Comparison was done between 2018 and 2019 and noticed account number 61009 has increased significantly. Ann will discuss with the Town Administrator.

Director's Report:

Joe continues to update signage as areas around the library are being moved.

The moving of the DVDs, audiobooks and music to Cove 1 has been well received. Many positive comments have been made to the staff.

A new part-time staff person, Madelene Freitas-Pimentel was hired on 9/12/2019. Josh Lagle has tendered his resignation effective 9/27/2019. Josh will be returning home to Ohio. He was a wonderful employee and will be missed.

Ann is going to the Avon Middle High School Open House on 9/18, Diane attended the two Open House Nights at the Butler and has already signed up children for the pumpkin painting that will take place in October. The Library has partnered with Park and Rec for this fun event which will allow the pumpkin painting to begin at Storytime with Diane, carry through the afternoon with Park and Rec and Library Staff.

Jen Mayo, Director of Park and Rec will also partner with the Library for the Tween Social. The Library will provide pizza and a craft. Jen will run a game.

The Library is collaborating with the COA for an author talk with Jim Hamilton. A bus will be provided by the COA and a light lunch will be sponsored by the Friends of the Library.

Ann has applied for a local Cultural Council Grant for the kickoff event of next year's summer reading program.

Ann has attended the first ACES meeting, Financial Aid Workshop, and will be attending an all day workshop on meetings and grant writing on September 24, 2019.

Ann was asked to do a salary comparison for part-time employees. From the data she was able to gather, the median salary of other local part-time library employees was \$15.64, which is an average of 21% higher than the salary of a part-time Avon Public Library employee.

Cleaning company has mentioned that the bathroom floor in the Tech Area will need to be replaced.

Julie has suggested we revisit the idea of placing a protective film on the windows in the three coves. Upon moving library materials sun exposure damage was found to be worse than what was originally thought.

Action Items

Current Policies:

Food in Library Policy. Per policy updating, the Food in Library Policy was written. Chuck made a motion to adopt the policy, 2nd by Julie.

September 17, Minutes read and reviewed. Motion to accept the minutes by Julie, 2nd by Chuck.

Motion to adjourn the meeting at by Julie, 2nd by Chuck. Meeting adjourned at 7:26 PM.

Respectfully Submitted,

Julie A. Murray