

Trustee Meeting, Tuesday October 15, 2019

Called to order at 5:30 at the Avon Public Library 280 West Main Street.

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

Next Trustees meetings scheduled for:

- Tuesday, November 12, 2019 at 5:30 PM
- Tuesday, December 10, 2019 at 5:30 PM
- Tuesday, January 14, 2020 at 5:30 PM

TOWN OF AVON
2019 OCT 16 A 8:25
TOWN CLERK

Old Business:

Roof: The punch list was finished. Since the final walkthrough with Chuck Comeau and the architects, new leaks were discovered. Final payment is being held until leaks are resolved.

Strategic Plan: Submitted to and accepted by MLBC. Next year plan will be reviewed to see what goals were accomplished, how objectives will be handled. Plan will be continually worked on until the next plan is due to the MLBC in 2024.

Meeting Minutes: Paul made the motion to accept the 11/5/2018 and 12/4/2018 minutes with noted corrections. 2nd by Julie. Paul will be submitting Meeting Minutes to the Town Clerk's Office for 11/5/2018, 12/4/2018

National Grid usage: Town Administrator looked into electrical usage and found that the library did use more energy this summer than the previous year. He is also working on getting energy audits for the town buildings. Collum Electric switched out the existing thermostat to a programmable thermostat. We will continue to monitor usage and try different strategies with controlling the temperature more effectively. Ann will ask Town Administrator about energy credits that the Town has been purchasing from another town.

New Business:

Lobby Renovation: Pre-Bid Meeting being held on October 23, 2019, 10:00AM at the Library. Meeting is mandatory for anyone interested in bidding on the lobby renovation.

Financial Report to the State: MBLC reports were submitted in both September and October. Every public library needs to submit ARIS and State Financial.

Day after Thanksgiving: Town Hall will be closed to the public therefore Library will follow suit and close. Staff will choose to take a personal or vacation day.

Director's Report:

Ann was asked to do a salary comparison for part-time employees. She contacted several other towns for part time salaries, hours, and stipends. She found that the median pay for a part time worker, 19 hours or under is \$18.99 per hour. Ann will present this information to the Selectman during a workshop time.

Full-time Circ. Position was posted within the Town for the last week and has just been opened to the public.

Budget: Ann updated us on our General Accounts, providing balances and %spent.

Ann went to the Avon Middle High School Open House on 9/18 and was able to connect with the teachers at AMHS. She contacted the Life Skills Teacher at the HS and has made arrangements to have a craft time here at the Library.

The Tween Social, sponsored by the Library in conjunction with Park and Rec was a success. The Library provided pizza and a craft. Jen, Director of Park and Rec ran a game.

Ann 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. The film will also possibly help with energy savings. Ann will ask Dwyer and Central Glass for estimates.

Ann has no further updates on the incident that occurred with the book drop several weeks ago. Ann will call the Town Administrator to ask on the status of Town provided security cameras.

Ann updated us on the First Amendment Library Audits that are happening in libraries around the country. They aren't allowed in staff areas and it is up to patrons to tell the person filming that they wish not to be filmed.

Action Items

Current Policies:

Donation Policy. Per policy updating, the Donation Policy was reviewed. Ann asked that we remove "condensed books", and amend (Items ten years and older) Dated non-fiction to Items ten years and older. Paul made a motion to adopt the policy, 2nd by Julie.

October 15, Minutes read and reviewed. Motion to accept the minutes by Julie, 2nd by Paul.

Motion to adjourn the meeting at by Julie, 2nd by Paul. Meeting adjourned at 7:00PM.

Respectfully Submitted,

Julie A. Murray