

# Avon Free Public Library Board of Directors Meeting

<b>Location</b>	281 Country Club Rd, Avon, CT 06001, Board Room, 2nd Floor
<b>Date</b>	6/19/2018

## Attendance

Present	Name	Role
<input type="checkbox"/>	Carin Salonia	President
<input checked="" type="checkbox"/>	Fred Lin	Vice President
<input checked="" type="checkbox"/>	Vince LoPresti	CFO/Treasurer
<input checked="" type="checkbox"/>	Eric Gauvin	Secretary
<input checked="" type="checkbox"/>	Peter Anderson	BOD Member
<input checked="" type="checkbox"/>	Betsy Bougere	BOD Member
<input checked="" type="checkbox"/>	Anne Fitzgerald	BOD Member
<input checked="" type="checkbox"/>	Dave Howe	BOD Member
<input checked="" type="checkbox"/>	Amee Mody	BOD Member
<input type="checkbox"/>	Jennifer Shufro	BOD Member
<input checked="" type="checkbox"/>	Margaret Tilney	BOD Member
<input checked="" type="checkbox"/>	Joan Reiskin	Friends of the Library
<input checked="" type="checkbox"/>	Glenn Grube (non-voting)	Director

## Reviews and Approvals

Item	Summary
<b>Review and Adoption of Agenda</b>	Fred Lin opened with a request for motion to adopt the Agenda for the meeting as distributed.
<b>Moved</b>	Anne Fitzgerald
<b>Seconded</b>	Betsy Bougere
<b>In Favor</b>	10

<b>Opposed</b>	0
<b>Abstained</b>	0
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<b>Review and Approval of May Meeting Minutes</b>	Several edits to the 5/15/2018 minutes were noted.
<b>Moved</b>	Dave Howe
<b>Seconded</b>	Amee Mody
<b>In Favor</b>	10
<b>Opposed</b>	0
<b>Abstained</b>	0
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**Review and Approval of Treasurer's Reports**

At the May BOD meeting we discussed three months of financial activity (March, April and May).

The month of March was uneventful with regard to received income, while YTD income had exceeded budget by 5.7%. Most expense accounts were running very favorable to budget on a YTD basis. Overall, "New Ordinary Income" for the first nine months of the fiscal year has far exceeded budget.

The month of April was quite eventful with regard to received income. The "Gift Income" account is now (favorably) running at over 60% of budget. This is a true testimony to the many folks who have contributed to the Library over the last ten months! The cumulative 10 month income had exceeded budget by 20%. There were no material expenses incurred for April. Overall, "New Ordinary Income" for the last ten months of the fiscal year has far exceeded budget.

The month of May saw a quarterly disbursement from the "Louis Mitnick Trust," which provides the Library with a sizable portion of its discretionary annual income. The cumulative 11 month income had exceeded budget by 15%. There were no material expenses incurred for May and almost all expense accounts continued running very favorable to budget on a YTD basis. Overall, "New Ordinary Income" for the fiscal year has far exceeded budget.

The Board discussed moving a good portion of any year end budget surplus into its "Technology Account," which will assist the Library in meeting its newly developed 5 year Strategic Plan (2018-2023) needs. The actual amount will be determined once the June financials are finalized.

<b>Moved</b>	Joan Reiskin
<b>Seconded</b>	Anne Fitzgerald
<b>In Favor</b>	10
<b>Opposed</b>	0
<b>Abstained</b>	0

**Review and Approval  
of the Proposed  
FY2018-19 Budget**

Glenn presented the Proposed FY 2018-19 budget.

Highlights:

Income:

Gift income was increased based on trends from last year and previous years (last year was over budget). The total income is up by 8% over last year primarily due to Connecticard funding.

Expense:

The programming budget was increased. Publications and printing was slightly higher last year due to the marketing flyer, which is not a yearly expense. Mitnick expenses matched the Mitick income very closely. The copier service is a net expense, which is used by the staff and the public. The income from the public copier should fund about half of the total copier expenses. Lost books and video fines are intended to match corresponding income as closely as possible. This year, lost book expense is significantly lower than lost book income. The budget for the Farmers Market is the same as last year.

Anticipated surplus for 17-18 is expected to be earmarked for the tech capital account or “rainy day” fund.

Vince also noted that a CD is maturing. The finance and investment subcommittee will meet to discuss options for 1) the CD and 2) the 17-18 surplus and will present their recommendations to the board at an upcoming board meeting.

<b>Moved</b>	Margaret Tilney
<b>Seconded</b>	Anne Fitzgerald
<b>In Favor</b>	10
<b>Opposed</b>	0
<b>Abstained</b>	0
<b>Moved</b>	
<b>Seconded</b>	
<b>In Favor</b>	

<b>Opposed</b>	
<b>Abstained</b>	
<b>Proposed Change to Library Hours</b>	The library has a budget surplus in the town budget. This would enable the library to stay open until 8:30 for 44 Wednesday nights. This could begin on Sept. 5 until next June 2019 (43 days). Two of those Wednesdays may be eligible for closing early, Halloween and the Wednesday before Thanksgiving. Glenn proposed extending hours until 8:30 starting Sept. 5th and, keeping Halloween open and not extending hours the Wed. before Thanksgiving, which would provide for a small cushion in the budget.
<b>Vote</b>	Yes
<b>Moved</b>	Anne Fitzgerald
<b>Seconded</b>	Peter Anderson
<b>In Favor</b>	10
<b>Opposed</b>	0
<b>Abstained</b>	0

## Old Business

<b>Item</b>	<b>Summary</b>
<b>Strategic Planning Update</b>	Glenn presented some updates to the strategic plan. He noted that there were some edits completed for the “visual recording” presentation. Glenn has begun meeting with the staff to discuss goals. Betsy noted that the July board meeting (July 17th) will be dedicated to strategic planning and requested input from all board members. Margaret mentioned some of the strategic plan should be allocated to fundraising. Glenn stated that we will be presenting the strategic plan at the town council meeting on July 26th. The strategic planning committee and other board members are strongly encouraged to participate.
<b>Vote</b>	No
<b>Moved</b>	

<b>Seconded</b>	
<b>In Favor</b>	
<b>Opposed</b>	
<b>Abstained</b>	
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<b>Adjournment</b>	Time: 8:51
<b>Moved</b>	Anne Fitzgerald
<b>Seconded</b>	Dave Howe
<b>In Favor</b>	10
<b>Opposed</b>	0
<b>Abstained</b>	0