

Avon Free Library  
Board of Trustees Meeting  
December 21, 2020 6:30 PM Via Zoom

Present: Peggy Tirrell, Cindy Zhe, Rebecca Budinger- Mulhearn, Joe Cope, Maureen Wheeler, Chris Ryan; Josh Tonra, Brenda McKeown

Guest: Jaime Lovullo

Absent: Tim Batzel (Village Board Liaison), Paul Drozdziel (Town Board Liaison)

Maureen Wheeler called the meeting to order at 6:30 pm. Kudos were given to Chris for her 11 years of service to the board and her leadership, mentoring and guidance.

**Public Comment:** None

**Minutes:**

- Joe moved to approve the minutes from the November 23, 2020 meeting. Cindy seconded the motion, which carried.

**Friends Group:** Brenda reported for the Friends saying they are planning to make a donation of \$1,100 for both this year and next year. They have no meetings planned for the near future though they are looking into a way to sell books online to raise funds.

**Treasurer's Report:** Joe moved to approve the Budget Report and Balance sheet. Peggy seconded the motion that passed unanimously. Chris moved to approve payment of 7 invoices. Josh seconded the motion, which carried.

**Director's Report:** Rebecca submitted a written report in advance of the meeting for review. The two fireplaces have been collecting condensation inside the glass and need to be checked. Tompkins Bank has approved forgiveness of the PPP loan. The SBA will now need to provide the final approval. Rebecca's goal is to continue to provide curbside pickup as the number of cases continues to remain high. Santa's Zoom reading of the Polar Express was a big success. Santa recorded "The Night Before Christmas" for people to listen to on Christmas Eve or at their convenience. Thank you Santa!

**Committee Reports:**

Policy: none

Facilities: none

Finance: none

Personnel: none

**Old Business:** 2021 Proposed Budget and Salaries: The proposed budget was adjusted to reflect the donation from the Friends Group. Josh moved to accept the budget as presented. Chris seconded the motion which passed.

**New Business:** The board was sent copies of several policies to be adopted in advance of the meeting for review. All policies were adapted from PLS templates.

- Emergency & Disaster Plan: Peggy moved to accept the policy as presented. Cindy seconded the motion which carried.
- Collection Development: Peggy moved to accept the policy as presented. Joe seconded the motion which carried.
- Request for Reconsideration Form (related to Collection Development Policy): Peggy moved to accept the policy as presented. Josh seconded the motion which carried.
- Request to Roll Over PTO: After some discussion, Chris moved to adopt the resolution submitted to the board to allow 2 employees to roll over 5 days of PTO until the next calendar year due to Covid-19's impact. Joe seconded the motion which carried.
- New York Main Street Technical Assistance Grant: Maureen will put together the application which will then need to be formally submitted by the Village. The grant would allow AFL to hire a landscape architect to put together ideas for better utilization of the backyard space for community use. Chris moved adopt the resolution submitted to the board that the AFL move forward with submitting the grant proposal. Cindy seconded the motion which carried.
- Staff Holiday Party: There are currently no plans for a Holiday Party this year but will consider a celebration of some kind at a later date. The board agree to support such a celebration financially when the time comes.

**The next meeting is scheduled for January 25, 2021 via Zoom.**

Respectfully submitted,

***Peggy A. Tirrell***