

**Avon Free Library  
Board of Trustees Meeting  
22 February January 2021  
6:30 PM Via Zoom**

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

**Guests:** None

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

Called to order at 6:33pm

**Public Comment:**

None.

**Minutes:**

Approval of the minutes of the 25 January 2021 board meeting was moved by Peggy, seconded by Cindy, and passed unanimously.

**Friends Group:**

No report.

**Treasurer's Report:**

Brenda presented the Budget Report and Balance Sheet. Approval of the balance sheet was moved by Cindy, seconded by Peggy, and passed unanimously. Approval of 8 vouchers was moved by Josh, seconded by Peggy, and passed unanimously.

**Director's Report:**

Rebecca presented the monthly director's report. Items of note included:

- Reminder about virtual advocacy day on 26 February 2021.
- Reminder about PLS trustee workshop on 16 March 2021 focusing on developing library policies.
- Fireplace annual cleaning and fire alarm system tests were completed.
- A patron slipped on the ice outside the front door but was not injured; Rebecca filed an incident report with Utica National Insurance Co..
- Upcoming programs include "Library 101 for Homeschoolers", "Introduction to Reiki" in March, monthly virtual writing seminars, and a monthly virtual gardening series co-sponsored by Mendon Public Library and Naples Library.
- The request through PLS for \$813 in CARES Act funding for pandemic-related expenses was approved.

### **Committee Reports:**

- Facilities: No report.
- Finance: Maureen and Rebecca will attend the village board meeting next Monday to make their annual report and request continuation of the village's \$50,000 contribution.
- Personnel: The Personnel Committee will meet before the next board meeting to discuss changes in state requirements regarding sick time, personal time, and vacation.
- Policy: No report.

### **Old Business**

#### **Fine free discussion:**

The board discussed eliminating overdue fines, as is reflected in the 2021 budget. Approval of a policy to eliminate overdue fines for all materials except DVDs (this does not include other fee schedules such as lost materials replacement fees) was moved by Peggy, seconded by Cindy, and passed unanimously.

Rebecca will communicate this change to the community.

#### **Whistleblower and Conflict of Interest policies:**

Board members were reminded to file whistleblower and conflict of interest documents as soon as possible.

#### **NYS Sexual Harassment training:**

NYS sexual harassment training was completed by library staff. Board members were reminded that they will need to complete the training or provide documentation of completion through their employer or other agency.

### **New Business**

#### **Records Retention Policy**

Rebecca presented a policy proposal for record retention based on a PLS template. The purpose of this policy is to conform with New York State Education Department Records Retention and Disposition Schedule LGS-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law. Adoption of the policy was moved by Joe, seconded by Cindy, and passed unanimously.

#### **Revoke Materials Selection Policy (replaced by Collection Development Policy)**

Rebecca noted that the board had approved a PLS-generated Collection Development Policy several months ago that covers material selection. Revocation of the Material Section Policy eliminates a redundant policy. The motion to revoke the Materials Selection Policy was moved by Josh, second by Joe, and passed unanimously.

### **Resolution to Transition COVID policies into procedures:**

Rebecca reported that PLS recommends all COVID-specific policies should be converted to internal procedures that can be adapted to ongoing changes in local, state, and federal guidelines. PLS has suggested the following resolution to reflect this change:

The Board of Trustees moves to update the library's strategy in responding to COVID-19 by removing the following policies and transitioning them to internal procedures.

- \* Contact Tracing Policy
- \* Employee Health Screening Policy
- \* Personal Protective Equipment Policy

Furthermore, the Board of Trustees moves to task the library Director to develop and implement said procedures that meet the criteria and mandates as outlined by NY Forward to operate safely and legally and in accordance with all Executive Orders, Federal, State, and Local laws as they relate to COVID-19. The Director will be responsible for adjusting those procedures as needed to keep the library in compliance with all of the preceding authorities.

Adoption of this resolution was moved by Maureen, seconded by Brenda, and passed unanimously.

### **Hosting of one-on-one meetings**

The board discussed several recent requests to reserve space in the library for one-on-one meetings. The board agreed that opening the large conference room and loft for meetings is allowable, provided the seating is marked for physical distancing, physical distancing, masking, and other public health guidelines are enforced, and spaces are sanitized after use. Rebecca will develop a sheet of rules to post in meeting spaces and will ask patrons to sign off on them.

### **Logging Trustee training hours**

PLS recommends that libraries track hours for trustee participation in training and workshops. Cindy and Rebecca will develop a Google Doc where board members may log participation and hours beginning this calendar year. It was noted that currently there are no required hours, but the library needs to report trustee participation in training to the state.

**Adjournment** at 7:33pm was moved by Peggy, seconded by Cindy, and approved unanimously.

**Next Meeting: March 29, 2021 at 6:30 on Zoom**

Respectfully submitted,  
*Joe Cope*