

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

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

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

Called to order at 6:48pm

Public Comment:

None

Election of Officers

2021 offices were presented by the nominating committee:

- President – Maureen Wheeler
- Vice President – Cindy Zhe
- Treasurer – Brenda McKeown
- Secretary – Joe Cope

Moved by Cindy, seconded by Brenda; carried unanimously

Announcement of unofficial assistant officer positions:

- Assistant Treasurer – Jaime Lovullo
- Assistant Secretary – Peggy Tirrell

Minutes:

21 December 2020 meeting presented by Peggy with corrections. Moved by Josh, seconded by Joe; carried unanimously.

Friends Group:

No report.

Treasurer's Report:

Brenda presented the Budget Report and Balance Sheet. She reported that confirmation of the PPE loan discharge was sent by the bank on 31 December 2020. The board discussed concerns about budgeted billing by RGE; Brenda will follow up with RGE. Motion to approve the balance sheet by Peggy, seconded by Cindy, passed unanimously. Motion to approve 7 vouchers by Peggy, seconded by Josh, passed unanimously.

Director's Report:

Rebecca presented the Director's Report; highlights include:

- Discussion of wage updates and tentative PTO arrangements in light of new New York State sick leave directives. This will require the library to reconsider how we arrange staff leave, including annual rollover. Rebecca will draft a proposal in consultation with PLS and bring it to the Personnel Committee and Policy Committee.
- New children's room homepage for the website has been launched by Kasey.
- Rebecca has been selected as an advisor for the NYLA Developing Leaders class.
- The library will be partnering with Macedon Library on a virtual job search program.
- The library has received a number of donations in memory of Steve Vanderbilt.
- Rebecca applied through PLS for CARES Act funding to reimburse the library for costs of PPE and technology during the pandemic.
- The fireplace condensation issue seems to have been resolved; fireplaces will be inspected in February.

Committee Reports:

Policy: No report

Facilities: No report

Finance: No report

Personnel: No report

Old Business

New York Main Street Grant Application

Proposal was submitted 15 January 2020, requesting \$20,000 for the library and \$60,000 for the village, with a focus on the exterior rear/driveway of the library. Funding decisions should be announced in March.

New Business

Fire Alarm Servicing and Monitoring

The board reviewed a quote from Technical Systems Group for fire alarm service and monitoring of \$813 for annual service. Motion to approve by Cindy, seconded by Peggy, passed unanimously.

Recurring Transactions

The board reviewed recurring transactions for 2021:

- Guardian Life Insurance – quarterly
- Cleaning Contract – monthly
- Lawn/Snow Contract – quarterly
- Utica National Insurance and Workers Comp – monthly

- Payroll and accounting fee - every 2 weeks
- Technical Systems Group for Security Monitoring – quarterly
- Transfer to employee IRA account - every 2 weeks
- Frontier (phone) – monthly
- R G & E (gas) – monthly
- National Grid (electric) – monthly
- Village of Avon (water/sewer) –quarterly

Motion to approve by Peggy, seconded by Cindy, passed unanimously.

Committee Assignments

Nominating committee presented the following assignments for 2021:

- Facilities – Josh Tonra (chair); Maureen Wheeler; Cindy Zhe
- Finance – Maureen Wheeler (chair); Jaime Lovullo; Brenda McKeown
- Personnel – Peggy Tirrell (chair); Joe Cope; Josh Tonra
- Policy – Joe Cope (chair); Peggy Tirrell; Cindy Zhe
- Friends Group Liaison: Maureen Wheeler
- Livingston County Public Library Advisory Committee: Cindy Zhe

Whistleblower and Conflict of Interest Forms

Rebecca reported that she will circulate forms to board members; these should be returned by the February meeting.

Next Meeting

Scheduled for Monday, 22 February 2021 at 6:30pm (Zoom)

Adjourned at 7:43 pm

Respectfully submitted,

Joe Cope