

**Avon Free Library
Board of Trustees Meeting
26 April 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: None

Guests: None

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

Called to order at 6:31pm

Public Comment:

None.

Minutes:

Approval of the minutes from the 29 March 2021 meeting was moved by Cindy, seconded by Peggy, and passed unanimously.

Friends Group:

Rebecca reported that the Friends Group's by-the-bag book sale was successful in selling approximately 25 bags of books.

Treasurer's Report:

Brenda presented the Budget Report and Balance Sheet. Approval of the balance sheet was moved by Joe, seconded by Cindy, and passed unanimously. Approval of 6 vouchers was moved by Peggy, seconded by Josh, and passed unanimously.

Brenda reported on the quarterly report from Ameritrade, which currently stands at \$112,999.41.

Director's Report:

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

- Xerox provided the library with a quote for a new copier/fax/ scanner lease. We will request a quote from Toshiba and compare.
- The library received a \$500 donation from a patron

- Rebecca noted that we are receiving an increasing number of inquiries about resumption of in-person programs for adults and children. The Library is continuing to monitor NY Forward guidelines and will revisit public health measures as needed as guidance evolves.

Committee Reports:

- Facilities:
 - Architectural firms looked at the backyard of the library as part of the redesign project
 - The library is planning to apply for NYS construction aid to replace and renovate the front entrance (see Facilities report).
 - While reviewing the backyard, we invited the architects to provide an estimate on front entrance renovations. This estimate is needed for the “intent to apply” documentation as part of the next cycle construction aid funding. 3 firms have provided estimates for the front entrance project (see further information under New Business).
- Finance:
 - The Finance Committee will meet on 28 April review QuickBooks
 - The Finance Committee will also begin reviewing the Library’s finance-related policies with a plan to generate recommendations for the Policy Committee.
- Personnel: No report
- Policy:
 - The Policy Committee presented revisions to the Employee Handbook based on changes to state regulations. The board adopted revisions to Employee Handbook sections on sick leave/personal time off, voting, alcohol and drug free workplace, attendance notifications, and religious accommodations. Adoption of these revisions as amended was moved by Peggy, seconded by Cindy, and passed unanimously.
 - The board tabled discussion of suggested revisions to the Employee Handbook sections on paid family leave, group health insurance, and jury duty pending further review by the Policy Committee.
 - The Policy Committee presented a revision to the Harassment and Discrimination policy based on changes to state regulations. Adoption of these revisions was moved by Brenda, seconded by Josh, and passed unanimously

Old Business:

- Update on backyard timeline:
 - The RFP for the NY Main Street grant and backyard redesign has been issued and site tours were given on April 19 and 22. Proposals are due on May 10th. The firm will be selected and announced during the week of May 24.
 - It was noted that the incoming Rotary Club president has expressed interest in partnering on a district grant to support the project.

New Business:

- Annual Report
 - The annual report was presented to the Board by Rebecca and Brenda; it was noted that the report covers disruptions to library operations due to the COVID-19 pandemic.
 - Adoption of the annual report as submitted was moved by Joe, seconded by Cindy, and passed unanimously.
- Library signage
 - Rebecca updated the Board on post-renovation plans to update signage in the library, including donor recognition signs. Progress on the sign project was disrupted by COVID. New signage will be paid by RACF funding with an estimate of \$6560.04 for signage and installation.
 - Acceptance of the estimate and issuance of a voucher for a 40% deposit was moved by Josh, seconded by Peggy, and passed unanimously
- ADA ramp at main entrance – intent to apply
 - Maureen noted that the State Construction Fund will have resources for the upcoming cycle of funding. As part of the application process, the Library would need to submit a design cost estimate.
 - Maureen proposed developing an intent to apply document focusing on ADA-compliant improvements to the front entrance. This would involve engaging an architect to generate design and cost estimates with expenditures not to exceed \$3,200.
 - Adoption of the proposal to allow the Facilities Committee to review concept and cost estimate proposals and select a bid not to exceed \$3,200 was moved by Peggy, seconded by Josh, and passed unanimously.

Adjournment at 7:34pm was moved by Cindy, seconded by Joe, and passed unanimously.

The next meeting is scheduled for Next Meeting: May 24, 2021 at 6:30 via Zoom.

Respectfully submitted,
Joe Cope