

**Avon Free Library
Board of Trustees Meeting
28 June 2021
6:30 PM in the Avon Free Library**

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

Absent: Josh Tonra

Guests: None

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

Called to order at 6:33 pm

Public Comment:

None.

Minutes:

Approval of the minutes as corrected from the 24 May 2021 meeting was moved by Peggy, seconded by Cindy, and passed unanimously.

Friends Group:

The annual book sale will run on 12-14 August 2021 (note that although the Corn Festival has been canceled, the book sale will go on). The Friends group will be circulating a sign up sheet for volunteers to assist with sales and board members are encouraged to volunteer. Hours will be 5-7pm on August 12, 3-7pm on August 13, and 9am-3pm on August 14.

Treasurer's Report:

Brenda presented the Budget Report and Balance Sheet. She noted that taxes have been filed by Karen Bonner. Approval of the balance sheet was moved by Peggy, seconded by Joe, and passed unanimously. Approval of 8 vouchers was moved by Joe, seconded by Peggy, and passed unanimously.

Director's Report:

The Board reviewed Rebecca's monthly director's report. Items of note included:

- The library has been having difficulties with the electronic fobs on the front doors (the lock is not releasing). Rebecca is exploring options for a repair.
- The library will be going fine free after the July 4-5 holiday weekend.

- With the finance committee's support, the library purchased a dedicated laptop for library treasurer work.
- Summer reading programs for children and for adults and teens have begun.
- The "intent to apply document" for the front entrance construction project will be submitted on June 29.

Committee Reports:

- Facilities: See Old Business
- Finance: No report
- Personnel: No report
- Policy: See New Business

Old Business:

Update on the Backyard Project

- Maureen noted that LaBella will be meeting with available trustees on June 30 to share their initial ideas and gather information on our priorities.
- The board reviewed responses to the survey circulated to community members. 15 total surveys were submitted and provided feedback on priorities and concerns.
- The board will need to consider top priorities, our budget and available external funding, and possibilities for phasing the project over multiple years.

New Business:

Proposed deletion of the DVD and Video Policy Fact Sheet

- The Policy Committee noted that although this was previously approved by the Board, it is an administrative/informational document that is redundant with the Borrowing Policy. Rebecca will ensure that updated information on borrowing DVDs and Blu-Rays is posted for library patron information.
- The Policy Committee recommendation to eliminate the DVD and Video Policy Fact Sheet was moved by Peggy, seconded by Brenda, and passed unanimously.

Proposed revisions to the Borrowing Policy

- The Policy Committee introduced proposed revisions to the Borrowing Policy to reflect the new library fine structures (including fine free provisions for books and audiobooks), changes in PLS practices, and elimination of the DVD and Video Policy Fact Sheet.

- The Policy Committee recommendation for amending the Borrowing Policy was moved by Cindy, seconded by Jaime, and passed unanimously.

Proposed revisions to the Employee Handbook - Jury Duty

- The policy committee introduced a proposed revision to the Employee Handbook to clarify that employees serving on jury duty will be paid while they are serving.
- The Policy Committee recommendation for amending the Jury Duty section of the Employee Handbook was moved by Brenda, seconded by Jaime, and passed unanimously.

Personal Protective Equipment Procedure

- Rebecca noted that the New York state of emergency related to the COVID pandemic ended on June 24. Procedures in the library have been updated to reflect current state guidance.
- Rebecca noted that staff and patrons are required to continue following CDC guidance. Signage in the library has been updated to reflect these guidelines. Unvaccinated staff and patrons (including children who are too young to be vaccinated) must continue to wear masks in the building.
- Rebecca consulted with PLS, which suggested language for a staff attestation regarding masking and vaccination. Rebecca has adopted this for usage in the library and is circulating it to staff for signatures.

Adjournment at 7:39pm was moved by Peggy, seconded by Joe, and passed unanimously.

The next meeting is scheduled for July 26, 2021 at 6:30 at the Avon Free Library.

Respectfully submitted,

Joe Cope