

**Avon Free Library
Board of Trustees Meeting
29 March 2021
6:30 PM Via Zoom**

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

Absent: Jaime Lovullo

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 22 February 2021 meeting with one correction was moved by Peggy, seconded by Brenda, and passed unanimously.

Friends Group:

The Friends will be trying a mystery book bag sale during National Library week on 4-10 April.

Treasurer's Report:

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

Director's Report:

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

- Virtual Advocacy Day on 26 February included meetings with Senator Gallivan and Assemblywoman Byrnes.
- Rebecca and Maureen met with the village of Avon Board on 1 March.
- The Personnel Committee has reviewed sick time to align with new state laws; the Policy Committee will review and present revisions to the Employee Handbook at the next board meeting.

- The library hosted a virtual book launch author event for “The Twentysomething Handbook” with Nora Bradbury-Haehl
- The library is co-sponsoring a monthly virtual gardening series through July with Mendon Public Library and Naples Library

Committee Reports:

- Facilities: No report
- Finance: No report
- Personnel: The Personnel Committee announced that it had completed review of state sick time policies and made recommendations for changes to the Employee Handbook. The committee’s recommendations have been forwarded to the Policy Committee for further review and presentation at the next board meeting.
- Policy: Rebecca introduced the Pandemic Response Plan based on a template from PLS. Adoption of the Pandemic Response Plan was moved by Joe, seconded by Peggy, and passed unanimously.

Old Business:

- Whistleblower and Conflict of Interest policies have been completed

New Business:

Authorization to enter into contract with the Village of Avon for New York Main Street funding and generate an RFP for architectural consultants

Maureen outlined the next steps in the process, which will include: a contract with the village; an RFP for consultant services with architectural firms to look at the property, conduct surveys or interviews, and make recommendations, renderings, and price estimates for the landscaping project. \$1075 is the required match amount from the library.

As part of this process, the library may need to research the status of the back piece of the property (on South Avenue), as there are special provisions associated with this parcel. It was noted that this area has significant drainage issues.

The Board reviewed a draft RFP. This will be advertised via direct mail to local firms and postings to the library webpage and social media accounts. Additional targeted advertisement will focus on women- or minority-owned businesses. The timeline will give architects a full month to submit bids with a review by the Facilities Committee to follow in mid-May.

A motion to generate a contract with the Village of Avon was moved by Peggy, seconded by Cindy, and passed unanimously

A motion to move forward with the issuance of the RFP for consultant services was moved by Peggy, seconded by Brenda, and passed unanimously.

IRS 990

Brenda reported that the library's IRS 990 filing is due on May 15. She reported that she had researched options for an accountant and recommended Karen Bonner who estimated a \$150 fee to file the library's tax return.

Contracting with Karen Bonner to complete the library's tax return was moved by Brenda, seconded by Josh, and passed unanimously.

Adjournment at 7:17pm was moved by Josh, seconded by Brenda, and passed unanimously.

The next meeting is scheduled for April 26, 2021 at 6:30 via Zoom.

Respectfully submitted,

Joe Cope