

**Avon Free Library
Board of Trustees Meeting
24 May 2021
6:30 PM Via Zoom**

Present: Peggy Tirrell, Cindy Zhe, Joe Cope, Maureen Wheeler, Josh Tonra, Brenda McKeown

Absent: Jaime Lovullo, Rebecca Budinger-Mulhearn

Guests: None

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

Called to order at 6:31 pm

Public Comment:

None.

Minutes:

Approval of the minutes as corrected from the 26 April 2021 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 Joe, seconded by Josh, and passed unanimously. Approval of 6 vouchers was moved by Josh, seconded by Peggy, and passed unanimously.

Director's Report:

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

- Toshiba is preparing a quote to replace the copier; this will be compared to a previously-received quote from Xerox.
- The start date for the children's summer reading program is Monday, June 28, with promotional outreach planned to Avon Central School and St. Agnes. Programming will mostly consist of outdoor events and take-home kits, with the hope of doing some smaller group activities inside as they are feasible. The library is also planning summer reading events and reading programs for teens and adults.

- Rebecca has been nominated to run for a position on NYLA Council; elections are next month.

Committee Reports:

- Facilities: See Old Business.
- Finance: No report.
- Personnel: No report.
- Policy: No report; committee will be bringing revisions to the Borrowing Policy and follow ups on the Employee Handbook to the June meeting.

Old Business:

- Update on proposals for the front entrance
 - At the last meeting, the Board empowered the Facilities Committee to select an architect for a design cost estimate on the front door project as part of the State Construction Fund intent to apply submission.
 - Facilities met with Paul Drozdziel to review three proposals for a design proposal to upgrade ADA access and other improvements to the front entrance (from LaBella, In.Site Architects, and Steele Architects). After review of the proposals, Facilities selected LaBella.
- Update on proposals for the backyard
 - The library received proposals for the backyard planning documents from three firms (LaBella, In.Site Architects, and Steele Architects). The Facilities Committee reviewed proposals and followed up to address a significant spread of cost estimates and to ensure that designs are aesthetically pleasing, suited to the library, feasible, sustainable and easy to maintain. Based on these criteria, Facilities recommended proceeding with LaBella.
 - Approval of LaBella to proceed with design and construction planning on the backyard project was moved by Josh, seconded by Peggy, and passed unanimously.

New Business:

- Personal Protective Equipment Procedure
 - Maureen informed the Board about several issues relating to the requirements for wearing face masks in light of new CDC and state guidelines. These include inquiries about masking and vaccination requirements, concern about patron behavior, and liability concerns. She

also reported on Rebecca's attendance at a PLS session with legal counsel to review issues related to COVID operations as the public health situation improves.

- Given the complexity of the situation and the obligation to follow New York Forward guidelines, the Board recommended keeping existing procedures in place but will continue to monitor operations as the public health situation continues to improve and additional guidance is issued by local, state, and federal authorities.

Adjournment at 7:12pm was moved by Joe, seconded by Cindy, and passed unanimously.

The next meeting is scheduled for Next Meeting: June 28, 2021 at 6:30.

Respectfully submitted,

Joe Cope