

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

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

Absent: Peggy Tirrell

Guests: None

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

Called to order at 6:35 pm

Public Comment:

None.

Minutes:

Approval of the minutes as corrected from the 26 July 2021 meeting was moved by Josh, seconded by Cindy, and passed unanimously.

Friends Group:

3319 books were sold and the Friends Group deposited just over \$3,000. This is on the same level as sales during the Rotary Corn Festival. There is a Friends Group meeting on Thursday, September 2 at 6:30; Maureen tentatively agreed to attend to represent the board.

Treasurer's Report:

Brenda presented the Budget Report and Balance Sheet. Approval of the balance sheet was moved by Josh, seconded by Cindy, and passed unanimously. Approval of 9 vouchers was moved by Joe, seconded by Josh, and passed unanimously.

Director's Report:

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

- JP Carpentry conducted maintenance and repairs on several cabinets.
- A staff member has resigned from the library; Rebecca reported that she has sufficient staff to cover library hours while defining the roles for a new hire.

- Rebecca attended the Consolidated Stakeholder Application meeting at Avon High School.
- The summer reading programs were successfully concluded.
- Annual funding from the village has been received.
- Paul Drozdiel and Rebecca are finalizing the NYS Construction Aid application and will submit shortly.

Committee Reports:

- Facilities
 - Josh reported on a meeting with La Bella on August 4 to review three design concepts for the backyard projects.
 - The front door project is further along due to grant timelines; we have received bids from several contractors as part of the requirements for the NYS Construction Aid grant application (see below under new business).
- Finance:
 - Maureen reported on the Finance Committee’s review of finance-related policies, following PLS recommendations.
 - The Finance Committee will be bringing several revisions to the board over the next several months with an aim of updating the entire suite of finance-related policies (see below under new business). This will be a phased process that will eventually replace our current comprehensive Financial Policy document.
- Personnel: No report
- Policy: No report

Old Business

- Mask wearing/enforcement
 - Rebecca reported that the staff has struggled with enforcing masking requirements in the children’s room, including refusals by parents when staff request that unvaccinated children mask.
 - The board made several suggestions to assist staff in enforcing masking requirements and dealing with noncompliant patrons.
 - The board authorized amendments to masking signage in the library to:
 - Strongly encourage masking throughout the library
 - Require masks for all patrons in the children’s room.

New Business

- Construction Grant Application
 - As part of the NYS Construction Aid grant, we are required to include contractor bids. 4 were bids received from contractors based on planning documents generated by La Bella. Estimates that we will report to the NY Construction Aid fund ranged from \$121,000-133,000.
 - Maureen moved that the board authorize the submission of the grant and the required assurances. Adoption of the motion was moved by Josh, seconded by Brenda, and passed unanimously .

- Claims Audit Policy
 - The Finance Committee presented a proposed Claims Audit Policy. Adoption of the policy was moved by Joe, seconded by Josh, and passed unanimously.

- Credit Card Policy
 - The Finance Committee presented a proposed Credit Card Policy. Adoption of the policy was moved by Cindy, seconded by Joe, and passed unanimously.

- Banking Policy
 - The Finance Committee presented a proposed Banking Policy. The board discussed whether it was necessary to include a specific bank name in the policy (which would require updating the policy if we chose a different banker at some point in the future). Adoption of the policy was moved by Joe, seconded by Josh, passed unanimously.

Adjournment at 7:50 pm was moved by Joe, seconded by Josh, and passed unanimously.

The next meeting is scheduled for 27 September 2021 at 6:30 in the Avon Free Library.

Respectfully submitted,

Joe Cope
Secretary