

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

**Present:** Cindy Zhe, Joe Cope, Maureen Wheeler, Josh Tonra, Jaime Lovullo, Peggy Tirrell, Rebecca Budinger-Mulhearn

**Absent:** Brenda McKeown

**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 30 August 2021 meeting was moved by Josh, seconded by Cindy, and passed unanimously.

**Friends Group:**

No report.

**Treasurer's Report:**

Jaime presented the Budget Report and Balance Sheet. Approval of the balance sheet was moved by Peggy, seconded by Josh, and passed unanimously. Approval of 5 vouchers was moved by Peggy, seconded by Joe, and passed unanimously.

**Director's Report:**

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

- Glenn Upright, who has been providing landscaping and snow removal services for the library, will be retiring on October 26. Glenn will make suggestions about landscape and snow removal contractors that we might work with going forward.
- Rebecca is evaluating options for hiring a new part-time clerk to replace a recent resignation.
- The 2021-22 NYS Construction Grant application is complete and has been submitted to PLS.

### **Committee Reports:**

- Facilities:
  - PLS reported a slight increase in our NYS Construction Grant application for the front door project (increase of approximately 5%, to just under \$51,000)
  - The library received confirmation that the front door project does not require additional work connected to historical preservation issues.
- Finance: See New Business.
- Personnel: No report.
- Policy: No report.

### **Old Business**

None

### **New Business**

- Resolution: Free Direct Access Plan 2022-2026
  - Maureen noted that this is a state-required plan from PLS to accommodate users that live in communities that do not have a local library. This resolution requires support from PLS system libraries.
  - Adoption of the Free Direct Access Plan resolution was moved by Cindy, seconded by Joe, and passed unanimously.
- Cash Management and Investment Policy
  - The Finance Committee reported that this proposed policy covers the objectives of our investments and regulatory/compliance issues and clarifies the roles of the Board and Treasurer in these issues.
  - Adoption of the Cash Management and Investment Policy was moved by Peggy, seconded by Josh, and passed unanimously.
- Purchase and Procurement Policy
  - The Finance Committee reported that this proposed policy clarifies approval workflows for purchases in different price ranges (under \$500 is the responsibility of the Library Director, \$500-1000 is the responsibility of the Library Director and Treasurer, \$1000+ is through a bid process).
  - Adoption of the Purchase and Procurement Policy was moved by Josh, seconded by Peggy, and passed unanimously.
- Travel, Conference, and Meal Policy
  - The Finance Committee reported that this proposed policy addresses travel expenses and reimbursement processes for library staff.

- Adoption of the Travel, Conference, and Meal Policy was moved by Peggy, seconded by Cindy, and passed unanimously.
- Board vacancy
  - Maureen reminded the Board that Brenda's term ends at the end of this calendar year and we will need to select a replacement Board member.
  - Maureen asked board members to consider desirable skill sets and/or community members that we might want to approach about filling the vacancy. The Board also discussed placing an advertisement in the Penny Saver to help identify members of the community who might be interested in serving on the Board.

**Adjournment** at 7:11pm was moved by Joe, seconded by Josh, and passed unanimously.

**The next meeting is scheduled for 25 October 2021 at 6:30 in the Avon Free Library.**

Respectfully submitted,

***Joe Cope***

***Secretary***