

**Avon Free Library
Board of Trustees Meeting
22 November 2021
6:30 PM on Zoom**

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

Absent: None

Guests: None

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

Called to order at 6:30 pm

Public Comment:

None.

Minutes:

Approval of the minutes from the 25 October 2021 meeting was moved by Peggy, seconded by Cindy, and passed unanimously.

Friends Group:

Maureen attended the November meeting of the Friends; they are currently looking at filling vacant positions and renewing the MOU with the library. The Friends will be meeting again on December 2 at 6:30 in the Five Arch Meeting Room in the Library; Board members are encouraged to attend.

Treasurer's Report:

Jaime presented the Budget Report and Balance Sheet. Approval of the balance sheet was moved by Joe, seconded by Josh, and passed unanimously. Approval of 7 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:

- Maureen and Rebecca visited the Town of Avon board meeting on November 18.
- Fall HVAC service was completed. This is the last routine maintenance that was included with the installation of the new system by Baker Mechanical.

- Rebecca reminded Board members that they should submit proof of employer-delivered NYS Sexual Harassment Training as soon as possible.
- Rebecca noted that we are registered to receive Giving Tuesday donations through ROC the Day on Tuesday, November 30.
- Rebecca shared updates on circulation, door counts, programming and wifi sessions.

Committee Reports:

- Facilities: Josh reported on the Facilities Committee's meeting with LaBella on 11/15 to review and discuss new design documents for the backyard project.
- Finance: See budget proposals under new business.
- Personnel: No report.
- Policy: No report.

Old Business

- COVID Policies:
 - The Board reviewed current masking protocols in the library. Masks are currently required in the children's room and small study room (if being used by more than one person) and recommended elsewhere in the library.
 - The Board also reviewed current COVID metrics including guidance from state, federal, and local authorities, data on county vaccination rates, and data on county infection rates.
 - After discussion and review of the Pandemic Response Plan workflows, the Board endorsed continuation of masking requirements for everyone 3 and up in the children's room and any users of the small meeting room and the Five Arch Meeting Room.

- Board Opening
 - Maureen reported that we have received two respondents to the advertisement for an opening on the library board.
 - Joe, Peggy, and Maureen will interview both candidates and report back to the Board in December.

- Nominating Committee
 - Maureen will convene the Nominating Committee to draw up a slate of candidates for Board officer positions for next year.

New Business

- Travel Request:
 - Rebecca reported on projected costs associated with the upcoming Public Library Association conference in Portland, OR on 23-25 March 2022.
 - Approval of Rebecca's travel to the PLA conference was moved by Joe, seconded by Peggy, and passed unanimously.

- Snow Removal Contract
 - Rebecca reported on ongoing work to identify a snow removal service for this winter.
 - Approval of granting the Finance Committee authority to contract for snow removal was moved by Peggy, seconded by Josh, and passed unanimously.

- 2022 Proposed Holidays
 - Rebecca presented the proposed holidays for 2022.
 - Approval of the proposed holiday calendar was moved by Peggy, seconded by Cindy, and passed unanimously. The updated library calendar will be posted to the webpage.

- 2022 Proposed Board Meeting Dates
 - Rebecca presented the proposed Board meeting schedule for 2022 (generally the last Monday of the month, with alterations to avoid conflicts with holidays)
 - Adoption of the proposed board meeting calendar was moved by Peggy, seconded by Joe, and passed unanimously.

- 2022 Proposed Budget and Salaries
 - Jaime reviewed the proposed 2022 budget and noted changes from the 2021 budget.
 - A motion for the Board to go into executive session to discuss salaries was made at 8:10pm by Peggy, seconded by Cindy, and passed unanimously.
 - A motion for the Board to leave executive session was made at 8:16pm was moved by Peggy, seconded by Joe, and passed unanimously. No action was taken during the executive session.
 - The Board will vote on the proposed 2022 budget at the December meeting.

- Long Range Planning
 - Maureen reminded the Board that we will need to develop a new long range plan in 2022.

Adjournment at 8:18pm was moved by Peggy, seconded by Cindy, and passed unanimously.

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

Respectfully submitted,

Joe Cope
Secretary