

**Avon Free Library
Board of Trustees Meeting
27 December 2021
6:30 PM on Zoom**

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

Absent: Cindy Zhe

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 from the 22 November 2021 meeting was moved by Peggy, seconded by Brenda, and passed unanimously.

Friends Group:

See Director's Report.

Treasurer's Report:

Jaime presented the Budget Report and Balance Sheet. Approval of the balance sheet was moved by Josh, seconded by Brenda, and passed unanimously. Approval of 11 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:

- The Village of Avon is providing snow and ice removal services to the library on a temporary basis.
- The library conducted one of our two annual fire system battery tests in December.
- One of the library staff submitted a letter of resignation. Rebecca is looking into options for a new part-time clerk.

- The two refurbished iPads that are used as the public-access card catalogs are no longer supported and are not functioning. Rebecca is exploring options for their replacement.
- Rebecca shared updates on circulation, door counts, programming and wifi sessions.
- The library participated in the Avon Holiday Spectacular as a passport location and hosted Santa for a story and tree-lighting ceremony in the park.
- Rebecca noted several donations to the library, including donations in memory of Mark Evans, ROC the Day fundraising on Giving Tuesday, and the Friends of the Avon Free Library.

Committee Reports:

- Facilities: No report.
- Finance: See proposed budget below
- Personnel: See board opening below.
- Policy: See COVID policies below.

Old Business

- COVID Policies and Procedures
 - The Board reviewed current data and the state mandate on masking and current protocols in the library.
 - Rebecca is in the process of reinstalling plexiglass barriers between circulation desks and patrons. She will continue to monitor the situation and external guidance and will adjust operations as needed.
- Board Opening
 - Maureen reported on interviews with two candidates for the vacant Board position and recommended Helen Zamboni for the 2022 vacancy. Maureen will reach out to Helen and the Board will vote on filling the vacancy at our January meeting.
 - Maureen will speak with Jodi DiCarlo about joining the Finance Committee to familiarize her with the library's operations.
- 2022 Proposed Budget and Salaries
 - The Board reviewed the proposed budget and salaries for 2022. Jamie and Maureen noted several adjustments (including budgeting for fire alarm testing and inspections).
 - Adoption of the proposed salaries for 2022 was moved by Peggy, seconded by Josh, and passes unanimously.

- Adoption of the proposed 2022 budget was moved by Peggy, seconded by Joe, and passed unanimously.

New Business

● Floating Holiday – 2021

- Rebecca noted that there have been inconsistencies in how we treat floating holidays when the observed holiday falls on a weekend.
- Approval of adding a floating holiday for 2022 to cover New Year's Day to be used by 31 March 2022 was moved by Peggy, seconded by Josh, and passed unanimously.

● Holiday Staff Dinner

- Rebecca noted that the traditional holiday dinner for library staff was postponed due to the recent surge in COVID. She will monitor the situation, consult with staff, and give an update to the Board in January.

Adjournment at 7:25 pm was moved by Peggy, seconded by Brenda, and passed unanimously.

The next meeting is scheduled for 31 January 2022 at 6:30 pm in the Avon Free Library.

Respectfully submitted,

Joe Cope

Secretary