

**Avon Free Library  
Board of Trustees  
31 January 2022  
6:30 PM on Zoom**

**Present:** Maureen Wheeler, Helen Zamboni, Josh Tonra, Cindy Zhe, Jamie Lovullo, Peggy Tirell, Rebecca Budinger-Mulhearn

**Absent:** Joe Cope

**Guests:** None

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

**Call to Order at 6:41 PM.**

**Election of Officers**

The following slate of Officers was presented:

President—Maureen Wheeler

Vice-President—Cynthia Zhe

Treasurer—Jamie Lovullo

Secretary—Joseph Cope

Helen moved to accept the slate of officers seconded by Josh, and was passed unanimously.

**Public Comment:** None

**Minutes:** Approval of the minutes from the 27 December 2021 meeting was moved by Peggy, seconded by Cindy, and was passed unanimously.

**Communication and Reports**

**Friends' Report:** Maureen reported on the latest meeting of the Friends. The Memorandum of Understanding between the Friends and the AFL with a few changes to reformatting has been updated. This memorandum spells out the responsibilities of the Friends and the Library concerning goals, initiatives, wish lists and requests for funds from the AFL among other things. Maureen, Josh and Helen have reviewed the memorandum and found it acceptable. Helen moved to accept the memorandum, seconded by Josh, passed unanimously.

**Treasurer's Report:** Jamie presented the Budget Report and Balance Sheet. Approval of the balance sheet was moved by Josh, seconded by Peggy, and passed unanimously. Approval of 9 vouchers was moved by Peggy, seconded by Helen, and passed unanimously.

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

- The Village of Avon is doing an excellent job with snow removal.
- Pay increases and PTO for 2022 personnel meetings have all been delivered.
- Rebecca shared updates on circulation, door counts, programming and wifi sessions.
- Rebecca attended the Avon Chamber of Commerce meeting in January.

- Kasey is working with ACS School media specialists to coordinate Summer Reading outreach.
- The library has received over \$770 in donations in memory of Mark Evans. The family is interested in a lasting memorial to Mark in the future.

### **Committee Reports:**

- Facilities–Josh reported that the committee was in agreement with the type of lighting fixtures that would be installed in the backyard project.
- Finance– No report
- Personnel–No report
- Policy–No report

### **Old Business**

- COVID policies and Procedures: The board reviewed current data and the state mandate on masking and current protocols in the library. Since our local areas are still showing high transmission rates, our current masking policy remains in place.
- 2022 Budget: A motion to have the board go into Executive Session to discuss employee performance and compensation was made by Maureen, seconded by Peggy, and was unanimously passed. The Executive Session began at 7:13 PM and ended at 7:27 PM. No action was taken in executive session. Helen moved to accept an amendment to the 2022 budget adding \$1,000.00 to the labor line item. Peggy seconded this, and it was passed unanimously.

### **New Business**

- Conflict of Interest and Whistleblower Policies: The policies were presented to the board and all were encouraged to submit them, signed, to Rebecca ASAP.
- Recurring Payments for 2022: The following payments were presented for approval–
  - Guardian Life Insurance (PFL & DBL)--Quarterly
  - Cleaning Contract (\$95 per week)--Monthly
  - Utica National Insurance and Workers Comp--Monthly
  - Payroll and accounting fee (\$59 per pay period)--Bi-Weekly
  - Technical Systems Group for Security Monitoring (\$96)--Quarterly
  - American Funds (Transfer to employee IRA account every 2 weeks)--Bi-Weekly
  - Utilities
    - Frontier (Phone)--Monthly
    - RG&E (Gas)--Monthly
    - National Grid (Electric)--Monthly
    - Ultimate Cabling Services(2 lines and phones \$133 month)--Monthly
    - Village of Avon (Water/Sewer)--Quarterly

Cindy made a motion to accept these recurring payments for approval, with Peggy seconding. The motion was passed unanimously.
- Committee Assignments: The following committee members were presented:
  - Policy–Joe (Chair), Cindy, Peggy
  - Finance–Maureen (Chair), Jamie Lovullo, Jodi DiCarlo
  - Facilities–Josh (Chair), Helen, Cindy
  - Personnel–Peggy (Chair), Helen, Josh

Cindy made a motion to accept the committee assignments, Helen seconded, and the motion passed unanimously.

**Adjournment**

A motion to adjourn the meeting at 7:33PM was made by Helen, seconded by Peggy, and was unanimously passed.

**Next Meeting: February 28, 2022** Respectfully submitted: *Cindy Zhe*