

**Avon Free Library  
Board of Trustees Meeting  
28 November 2022**

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

**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 24 October 2022 meeting was moved by Peggy, seconded by Cindy, and passed unanimously.

**Friends' Group Report:**

Rebecca reported on her attendance at the last Friends' Group meeting.

**Treasurer's Report:**

Jaime presented the transaction list, budget report and balance sheet. Approval of the balance sheet was moved by Cindy, seconded by Helen, and passed unanimously. Approval of 11 vouchers from November was moved by Josh, seconded by Peggy, and passed unanimously.

Jamie reported on the purchase of a 15-month CD with the Ameritrade funds.

**Director's Report:**

Rebecca presented the monthly director's report. Items of note included:

- The library has hired and is training two new substitute clerks.
- The library is participating in the ROC-the-Day fundraiser on November 29 and has shared information on the website and through social media.
- The library is still awaiting the check for FY 2022 construction aid for the front yard project.
- Rebecca is working with Paul and Suzanne from OWWL to close out the 2019 renovation and construction aid grant.
- Updates on programming and workshops.
- Updates on donations and memorials.
- Updates on circulation and door counts.

### **Committee Reports:**

- Facilities: No report.
- Finance:
  - Maureen presented a quote from CSTM Corp. of \$4500 for maintenance and cleaning of the gutters and downspouts, and minor repairs to the slate roof. As part of this project, they will also give the library a report on the current state of the roof.
  - Maureen presented a quote from TSG of \$926 for fire alarm testing and maintenance.
  - Approval of both projects was moved by Helen, seconded by Josh, and passed unanimously.
- Personnel:
  - Peggy presented on the status of applications for the director search. The Personnel Committee will meet the week of December 5 to review applications. Initial interviews will be on Zoom and where feasible, finalists will have in-person interviews.
  - A proposal to hire Rebecca as a part time employee during the director transition was moved by Helen, seconded by Josh, and passed unanimously.
- Policy:
  - Joe presented proposed changes to the Personnel Policy and Employee Handbook on behalf of the committee. These included new sections covering: New York paid family leave benefits, equal employment opportunity, individuals with disabilities, pregnancy accommodations, reproductive health decisions, and whistleblower policy. All revisions are based on templates shared with libraries by OWWL.
  - Adoption of the proposed changes to the Personnel Policy and Employee Handbook was moved by Helen, seconded by Josh, and passed unanimously.

### **Old Business**

None

### **New Business**

#### Sexual Harassment Training, Whistleblower, and Conflict of Interest Policies:

- Rebecca presented on board members' status in completing required annual sexual harassment training and whistleblower forms. Rebecca also reminded board members that they will need to start counting training hours in 2023.

#### Bylaw Amendment:

- Maureen reviewed a proposed amendment to the information about the size of the board of trustees in the bylaws. The intent of this amendment is to align the bylaws with the library charter:

- Adoption of the bylaw amendment was moved by Helen, seconded by Josh, and passed unanimously.

#### Board Openings:

- Maureen reviewed the status of current board terms, options for increasing the size of the board based on the approved bylaw amendment, and plans for replacing upcoming vacancies. Increasing the size of the board is intended to help better distribute workload among the committees.

#### Nominating Committee/Position Intent:

- Maureen will convene a Nominating Committee to nominate new board officers for presentation to the board in January.

#### 2023 Holidays (Updated):

- Rebecca presented a proposed change to the holiday schedule to address an error on the previously-approved calendar, which misstated the observation of New Year's Day in 2023. Adoption of the revised holiday schedule was moved by Peggy, seconded by Cindy, and passed unanimously.

#### 2023 Proposed Meeting Dates:

- Maureen presented a proposed schedule of board meetings for 2023; this includes changing the meeting date to the first Monday of the month. The board also discussed canceling the December meeting due to conflicts with holidays. The proposed 2023 calendar year meetings are:
  - No meeting December 2022
  - January 9
  - February 6
  - March 6
  - April 3
  - May 1
  - June 5
  - July 10
  - August 7
  - September 11
  - October 2
  - November 5
  - December 4
- Adoption of the proposed schedule of board meetings was moved by Josh, seconded by Cindy, and approved unanimously.

#### 2023 Proposed Budget and Salaries:

- Jamie presented on the proposed 2023 library budget and noted changes from the 2022 budget.
- Adoption of the 2023 budget was moved by Helen, seconded by Josh, and passed unanimously.

Holiday Gift for Staff:

- Maureen discussed the staff plans to have a holiday dinner with Rebecca in January.

**Adjournment** at 7:40 pm was moved by Peggy, seconded by Joe, and passed unanimously.

The next meeting is scheduled for Monday, 9 January 2023 at 6:30 pm.

Respectfully submitted,

***Joe Cope***

***Secretary***