

**Avon Free Library  
Board of Trustees Meeting  
9 January 2023**

**Present:** Rebecca Budinger-Mulhearn, Helen Zamboni, Joe Cope, Maureen Wheeler, Josh Tonra, Jaime Lovullo, Becky Stewart, Saragrace Friday, Jan Cole, Tom Bartolini, Jodi DeCarlo

**Guests:** Peggy Tirrell

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

Called to order at 6:42pm

**Election of Officers**

On behalf of the Nominations Committee, Maureen presented the proposed nominees for Board of Trustees officers for 2023:

- Maureen Wheeler - President
- Cindy Zhe - Vice President
- Joe Cope - Secretary
- Jaime Lovullo - Treasurer

Election of the new offices was moved by Jan, seconded by Helen, and passed unanimously.

**Public Comment:**

None.

**Minutes:**

Approval of the corrected minutes from the 28 November 2022 and 20 December 2022 board meetings was moved by Josh, seconded by Helen, and passed unanimously.

**Friends' Group Report:**

Maureen reported on damage to books donated for the annual sale due to flooding in the storage space. The Friends will be advertising a call for new donations to rebuild stocks before the summer sale.

**Treasurer's Report:**

Jaime presented the transaction list, budget report and balance sheet for November and December. Approval of the balance sheet was moved by Janis, seconded by Saragrace, and passed unanimously. Approval of 1 voucher from January was moved by Helen, seconded by Joe, and passed unanimously.

Jaime presented the library's slate of recurring monthly or quarterly costs:

- Guardian Life Insurance
- Cleaning services
- Utica National Insurance (building insurance and workers' comp)
- ABS (payroll and accounting)
- Technical Systems Group (security monitoring)
- American Funds (IRA)
- Frontier, Ultimate Cabling Service, RG&E, National Grid, and Village of Avon (utilities).

Approval for the treasurer to pay recurring purchases as billed was moved by Joe, seconded by Helen, and passed unanimously.

### **Director's Report:**

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

- CSTM completed cleaning, inspection, and repairs to the gutters and roof as previously approved by the Board; Paul Drozdziel recommends that this work should become an annual maintenance item.
- The check for 90% of the FY2022 construction aid for the front yard project arrived and has been deposited.
- Rebecca is collaborating with OWWL and Paul to close out the FY2019 renovation and construction aid package.
- Updates on programming and workshops.
- Updates on donations and memorials, including ROC the Day.
- Updates on circulation, wifi sessions, and door counts.

### **Committee Reports:**

- Facilities: See Director's Report on the CSTM roof inspection and grants.
- Finance: No report.
- Personnel: See Old Business: Director Opening.
- Policy: No report.

### **Old Business**

#### **Director Opening**

On behalf of the Personnel Committee, Peggy reported on the status of the search for a new library director. Based on the board's authorization at the December 2022 meeting, the committee negotiated an offer to Grace Frenzel. This offer was accepted and pending board approval, we expect her to begin February 6. Rebecca will continue to provide training and support.

A motion to appoint Grace Frenzel as Library Director of the Avon Free Library at a salary of \$58,000/year was made by Josh, seconded by Helen, and passed unanimously.

**Trustee Training Requirement**

Maureen reminded board members that beginning this year, all trustees are required to complete 2 hours of training per calendar year. OWWL offers a range of training programs throughout the year.

**New Business**

**Conflict of Interest and Whistleblower Policy**

Maureen distributed Conflict of Interest and Whistleblower sheets for board members’ review and signatures.

**New Committee Assignments**

Maureen shared committee structures with the board, including new committees for Fundraising and the Long Range Plan, and discussed new board members’ interest in committee assignments.

Committee assignments for 2023 are:

<b>Committee</b>	<b>Chair</b>	<b>Member 2</b>	<b>Member 3</b>	<b>Member 4 (optional)</b>
<b>Facility</b>	Helen	Josh	Paul Drozdziel	Jan
<b>Finance</b>	Jaime	Jodi	Tom	
<b>Fundraising</b>	Maureen	Becky	Jan	Jaime
<b>Long Range Plan</b>	Maureen	Becky	Josh	Peggy
<b>Personnel</b>	Josh	Cindy	Peggy	Jodi
<b>Policy</b>	Joe	Saragrace	Cindy	Helen
<b>Friends Liaison</b>	Becky	Maureen	Jan	Saragrace

**Meeting Schedule**

Maureen discussed unforeseen problems with the previously-approved 2023 schedule. Based on this, she suggested that we revert to the customary plan of meeting the last Monday of every month, beginning 30 January 2023. Revised board meetings for 2023 would be:

- January 30
- February 27
- March 27
- April 24
- May 22 (to avoid conflict with Memorial Day)
- June 26
- July 31

- August 28
- September 25
- October 30
- November 27
- December 18 (to avoid conflict with Christmas)

Adoption of the revised calendar was moved by Helen, seconded by Joe, and passed unanimously. The website will be updated.

**Adjournment** at 7:45 pm was moved by Helen, seconded by Jan, and passed unanimously.

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

Respectfully submitted,

***Joe Cope***

***Secretary***