

**Avon Free Library  
Board of Trustees Meeting  
22 May 2023**

**Present:** Maureen Wheeler, Helen Zamboni, Joe Cope, Becky Stewart, Josh Tonra, Jan Cole, Saragrace Friday, Cindy Zhe, Jodi DeCarlo, Grace Frenzel

**Invited Presenters:** Kathy Barsz (Friends' Group)

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

Called to order at 6:32 pm

**Public Comment:**

None.

**Minutes:**

Approval of the corrected minutes from the 24 April 2023 board meeting was moved by Helen, seconded by Jan, and passed unanimously.

**Friends' Group Report:**

Kathy Barsz introduced herself and indicated that a representative from the Friends' Group will be attending Board meetings regularly. The group has completed the relocation of books to the church and will need some volunteers to move books to the sale location before the Corn Festival. The Friends' Group is continuing to solicit book donations and there will also be a donation event at Topsl.

**Treasurer's Report:**

Due to the date of May's board meeting, Maureen noted on behalf of Jaime the transaction list, budget report, and balance sheet will be distributed to board members later this month. Grace presented vouchers on behalf of Jaime. Approval of 14 vouchers was moved by Joe, seconded by Josh, and passed unanimously.

**Director's Report:**

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

- Grace presented at the annual discussion series sponsored by the Friends of Libraries Section of NYLA on developing alternative collections.
- Construction of the front entrance is underway. The new book drop has been installed and is getting 20-40 returns a day. Grace is working with Paul Drozdiel on additional signage directing patrons to parking and the rear entrance.
- A new clerk began on 28 April and is concluding training. Grace is in the process of hiring two substitute clerks.
- Publicity for the summer reading program is ongoing. Kasey will be in the schools starting the week of 5 June.
- During the summer months, Grace will do a single community newsletter instead of the monthly newsletters.
- Updates on programming and workshops.
- Updates on fundraisers, donations and memorials.
- Updates on circulation, wifi sessions, and door counts.

### **Committee Reports:**

- Facilities:
  - Helen reported on the status of the front door construction project and ongoing work with the contractor. The contractor believes that we are on time with the original projected completion date; we expect that the new entrance will be open before the Corn Festival.
- Finance:
  - Maureen reported on ongoing work to recruit a new Treasurer.
- Fundraising:
  - Maureen reported on circulation of the fundraising brochure to various community groups, including Rotary and the Lions. The committee will engage the board in a discussion of fundraising publicity in the near future.
- Long-Range Planning:
  - See new business.
- Personnel:
  - No report.
- Policy:
  - Joe presented proposed revisions to the DVD Policy and the Borrowing Policy. These revisions formalize the Board's earlier actions in moving to fine free for all. Adoption of the revisions to the DVD Policy was moved by Josh, seconded by Jodi and passed unanimously; Adoption of the revisions to the Borrowing Policy was moved by Helen, seconded by Cindy, and passed unanimously.

- Joe presented the proposed new Public Comment Policy. Adoption of the policy was moved by Jan, seconded by Helen, and passed unanimously

### **Old Business**

None.

### **New Business**

- Fine Expungement
  - Grace noted that as part of fine free operations, the Board needs to determine what to do about fines that are still on the books from previous policies. Grace consulted with OWWL on options, which include case-by-case expungement by library staff or a one-time expungement of all carry-over fines accrued through the Avon Free Library, except for those associated with lost or damaged materials. The Board discussed these options.
  - Adoption of the one-time expungement of all outstanding fines was moved by Helen, seconded by Joe, and passed unanimously.
- Long Range Plan: Avon Free Library Mission Statement
  - Maureen presented proposed changes to the library Mission Statement. The proposed Mission Statement is:  
  
*Enriching the community by promoting an environment for discovery, creativity, inclusivity, and lifelong learning*
  - The board discussed these changes and the reasoning behind them. Adoption of the new Mission Statement Moved was by Saragrace, seconded by Cindy, and passed unanimously.
  - As the long-range planning process continues, the committee will explore options for a revised vision statement that reflects the library's long-term strategic goals.
- Long Range Plan: Surveys
  - Maureen presented a draft version of a community survey and a library staff/board member survey. These will be distributed as part of the long-range planning process. The board reviewed the draft and made several suggested revisions.

**Adjournment** at 7:37 pm was moved by Josh, seconded by Saragrace, and passed unanimously.

The next meeting is scheduled for Monday, **June 26, 2023** at 6:30 pm.

Respectfully submitted,

***Joe Cope***  
***Secretary***