

**Avon Free Library
Board of Trustees Meeting
24 April 2023**

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

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

Called to order at 6:34 pm

Public Comment:

None.

Minutes:

Approval of the corrected minutes from the 27 March 2023 board meeting was moved by Helen, seconded by Jodi, and passed unanimously.

Board Membership:

Maureen reported that board member Tom Bartolini has submitted a resignation letter. Acceptance of his letter of resignation was moved by Cindy, seconded by Helen, and passed unanimously.

The board discussed options for advertising the impending vacancy in the Treasurer position. This position will be announced in social media and a proposal to post an advertisement with a not-to-exceed cost of \$600 was moved by Josh, seconded by Saragrace, and passed unanimously.

Friends' Group Report:

Grace reported on her attendance at the last Friends' Group meeting. The book sale is on track for Corn Festival weekend and the Friends Group is working on developing a volunteer schedule. The Friends' Group has agreed to financially support the Library's summer reading program.

Treasurer's Report:

Jaime reviewed the transaction list, budget report and balance sheet for March. Approval of the balance sheet was moved by Josh, seconded by Cindy, and passed unanimously. Approval of 6 vouchers from March was moved by Joe, seconded by Helen, and passed unanimously.

Director's Report:

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

- Grace is working with staff on planning the summer reading programs.
- May is local history month; the Library will be collaborating with the Avon Preservation and Historical Society for a "Hats off to Our History" display.
- The Library will be hosting the Livingston County library directors on May 4.
- The semi-annual HVAC maintenance will be occurring later this month.
- Grace is working with the staff to plan around disruptions to the front entrance during the construction project, including a book drop option.
- Updates on staffing, including progress on filling substitute clerk vacancies.
- Updates on programming and workshops.
- Updates on donations and memorials.
- Updates on circulation, wifi sessions, and door counts.

Committee Reports:

- Facilities:
 - Helen reported on progress on the front entrance project. The contractor has presented a timeline of approximately 6 weeks of active work on the entrance, followed by installation of the new light poles approximately 4 weeks after completion of the entrance. The Facilities Committee is planning for a May 15 construction start date; this will mean that the end of construction will ideally coincide with Corn Fest, assuming no major delays.
 - A book drop solution for the front of the Library will need to be in place by the start of construction. Grace and Helen are exploring drop box pricing and installation specifications. Grace will also be working with library staff on curbside pickup arrangements.
 - The Facilities Committee is working with Grace on plans to communicate information about construction and the temporary relocation of the entrance to the community. They will also be working with Paul on temporary wayfinding signage on South Avenue, Fisk Place, and Route 5&20.
- Finance:
 - No report.
- Fundraising:
 - Maureen reported on the Fundraising Committee's work on creating an informational brochure for upcoming meetings with community groups. Becky shared a mock-up of the brochure, which is a high-level overview covering the front entrance, the backyard, the roof, and an accessibility study.
 - The committee will report on other plans for a capital campaign at an upcoming board meeting.

- Long-Range Planning:
 - Maureen reported that the committee is engaging with the OWWL working group. Key elements for the long-range plan are: communications, marketing, donor relations and the capital campaign, facilities, and improvements to services and collections. Engagement with community stakeholders will be a next step.
- Personnel:
 - Josh and Grace reported on the recent resignation of a part-time clerk. The committee has been working with Grace on transition plans.
- Policy:
 - No report.

Old Business

None.

New Business

- Front Yard
 - Maureen discussed the Library's potential needs for lawn care during the front entrance renovation project; the Facilities Committee will follow up with Paul and the contractor. The village will continue to mow the backyard.
- Avon on the Green PILOT payments
 - Maureen reported on the expired Avon on the Green PILOT payments, including an erroneous recent payment to the Library.
- Community presentations on the school budget item:
 - Rotary Presentation – April 25th @ 6pm
 - Lions Club Presentation – May 3rd @ 7pm
 - School Budget Hearing – May 8th @ 7pm
 - School Budget Vote – May 16th @ noon to 9pm

Adjournment at 7:57pm was moved by Saragrace, seconded by Josh, and passed unanimously.

The next meeting is scheduled for Monday, **May 22, 2023** at 6:30 pm.

Respectfully submitted,
Joe Cope
Secretary