

**Avon Free Library
Board of Trustees Meeting
27 March 2023**

Present: Helen Zamboni, Joe Cope, Becky Stewart, Tom Bartolini, Jodi DeCarlo, Jaime Lovullo, Josh Tonra, Jan Cole, Saragrace Friday, Grace Frenzel

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

Called to order at 6:31 pm

Public Comment:

None.

Minutes:

Approval of the corrected minutes from the 27 February 2023 board meeting was moved by Jan, seconded by Josh, and passed unanimously.

Friends' Group Report:

The Friends' Group has identified a storage space in the Central Presbyterian Church. They are looking for help to move materials into the new storage space on Saturday, 1 April, at 11:00am.

Treasurer's Report:

Jaime reviewed the transaction list, budget report and balance sheet for February. Approval of the balance sheet was moved by Joe, seconded by Jan, and passed unanimously. Approval of 5 vouchers from January and February were moved by Josh, seconded by Tom, and passed unanimously.

Director's Report:

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

- The generator battery has been replaced as part of our prepaid contract with Commercial Power Systems; this will be the last maintenance under the prepaid contract..
- The library is interviewing for a substitute clerk.
- OWWL is upgrading the Online Public Access Catalog to Aspen Discovery with many new features to improve use. A soft launch is scheduled for 11 April.
- Kasey and Grace are reaching out to local business soliciting donations for the summer reading program prize baskets

- National Library Week is 23-29 April 2023 and the theme is “There’s More to the Story”. The library will be doing blackout poetry activities for all ages and additional special events and activities around this theme.
- Updates on programming and workshops.
- Updates on donations and memorials.
- Updates on circulation, wifi sessions, and door counts.

Committee Reports:

- Facilities:
 - Helen presented a Notice to Proceed document for the front door project from Nichols Construction and updated the board about the final cost estimates. These have risen due to inflation of prices and labor costs (the current contractor estimate is \$168,610).
 - It was noted that the handicap door access switch is not included in the scope document. Helen will reach out to Paul to clarify.
 - The finance committee is exploring several options for making up the difference between current funding and the actual cost of the project.
 - The library will also develop a plan for communicating with users about access to the library during the period when the front entrance is closed for construction.
 - Approval of the Notice to Proceed was moved by Tom, seconded by Saragrace, and passed unanimously.
- Finance:
 - Jaime is training Tom on our processes and financial recording systems.
- Fundraising:
 - Becky reported on the committee’s recent review of fundraising that was completed for the previous construction project. The fundraising committee is exploring a single capital campaign for all upcoming capital construction projects, including fundraising events, ongoing fundraising through website, memorials, and annual appeals.
- Long-Range Planning:
 - Josh reported on OWWL’s workshop on long-range planning and the work the committee has been doing on reviewing our existing two-year plan and drafting a timeline for the new long-range plan.
- Personnel:
 - No report.
- Policy:

- No report.

Old Business

- Lions Club fundraiser for the library:
 - Joe reported on the Lions Club trivia night fundraiser for the library, which raised \$1,880.

New Business

- Employee Retention Tax Credit
 - Grace discussed this initiative and noted that a number of libraries have been applying for this and have been successful in receiving additional tax credits.
 - Approval to proceed with applying for the Employee Retention Tax Credit was moved by Helen, seconded by Josh, and passed unanimously.
- Staff appointment
 - Grace discussed shifting a current part time employee to a full time clerk position.
 - Approval to move forward with the director's staff recommendation was moved by Jan, seconded by Saragrace, and passed unanimously.
- Faxing prices
 - Grace discussed the library's faxing charges, which are currently \$1 per page. These fees are significantly higher than any library in the county.
 - The board discussed budget implications.
 - Approval to set a \$0.15 flat rate price per fax was moved by Jan, seconded by Helen, and passed unanimously
- Fines on DVDs and Park Passes
 - Grace discussed our current policies for late fees on DVDs and park passes. She reported that best practices are to eliminate late fees and shorten the time before a patron is charged a replacement fee. This generally results in quicker returns of late materials.
 - Approval to suspend fines for late DVDs and park passes and allow the director to determine a shortened time frame for charting a replacement fee time was moved by Jodi, seconded by Saragrace, and passed unanimously..
- Trustee Training
 - Grace reminded board members about the OWWL-hosted, in-person trustee training workshop that will be held at the Wadsworth Library in Geneseo on Thursday, 27 April 2023 at 6:00pm.
 - Tom reported on his attendance at the LGBTQ+ workshop hosted by OWWL.

Adjournment at 7:26pm was moved by Joe, seconded by Jodi, and passed unanimously.

The next meeting is scheduled for Monday, **April 24, 2023** at 6:30 pm.

Respectfully submitted,

Joe Cope

Secretary