

**Avon Free Library  
Board of Trustees Meeting  
31 July 2023**

**Present:** Maureen Wheeler, Helen Zamboni, Joe Cope, Dave Stafford, Jan Cole, Cindy Zhe, Jodi DeCarlo, Grace Frenzel

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

**Absent:** Josh Tonra, Saragrace Friday, Jaime Lovullo, Becky Stewart, 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 26 June 2023 board meeting was moved by Jodi, seconded by Jan, and passed unanimously.

**Board**

Maureen reported that Jaime has submitted her resignation as Treasurer, but will serve out her term on the Board. A motion to accept Jaime's resignation as Treasurer was made by Helen, seconded by Cindy, and passed unanimously.

Maureen nominated Dave Stafford as Treasurer; this includes the replacement of Jaime from all library banking and investment accounts. The appointment of Dave as Treasurer and add him to accounts with Tompkins Bank of Castile and TD Ameritrade was moved by Helen, seconded by Joe, and passed unanimously.

**Friends' Group Report:**

Kathy reported on progress on the book sale schedule for Corn Festival. The Friends' Group has also been working with Avon on the Green to fulfill a request for large print books.

**Treasurer's Report:**

Dave reviewed the transaction list, budget report and balance sheet for June. Approval of the balance sheet was moved by Helen, seconded by Cindy, and passed unanimously. Approval of 10 vouchers was moved by Helen, seconded by Joe, and passed unanimously.

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

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

- Report from Grace and Maureen's attendance at the bi-annual meeting of the Livingston County Public Library Advisory Council, including information on the OWWL passthrough grant and the small capital improvement grant.
- The front entrance project is moving towards completion:
  - The contractors are finishing the columns this week and the front entrance will be open to patrons shortly.
  - There is a delay on the lamp posts and railings. Because of the railing delay, the library will be fencing off the stairs until installation; patrons will still be able to use the ramps.
  - New grass and plants are installed and are being watered daily. The board discussed landscaping maintenance options.
  - Work is ongoing on the sidewalks in front of the library (in partnership with the village), construction of a ramp at the faux driveway in front of the church, and drainage on the pathway between the church and library.
- Updates on staffing.
- Updates on technology:
  - The library's 22 computers are approaching the limit for OWWL tech support (June 2024) and support for Microsoft Windows 10 will terminate in October 2025. 5 staff computers will need to be replaced before the end of the year.
  - The board discussed creating a cycle that reflects OWWL's recommendation to replace 20% of the inventory annually.
- Grace received the LAMS Scholarship to attend the NYLA meeting in November.
- Updates on the summer reading programs.
- Updates on library programs and workshops.
- Updates on fundraisers, donations and memorials.
- Updates on circulation, wifi sessions, and door counts.

### **Committee Reports:**

- Facilities:
  - Helen reviewed the progress on the construction projects.
  - Maureen reported that an estimate on the cost and scope of the roof replacement has been completed.
- Finance:

- No report.
- Fundraising:
  - Maureen reported that the Empire State Development Nonprofit Corporation grant for the roof project has been submitted.
  - Maureen reported on other potential funding options that the committee is exploring.
- Long-Range Planning:
  - No report.
- Personnel:
  - No report.
- Policy:
  - No report.

### **Old Business**

- Petty Cash
  - Grace presented OWWL's template for a petty cash policy. Adoption of the policy with minor edits was moved by Helen, seconded by Cindy, and passed unanimously.
- Bench Donations
  - Maureen discussed ongoing conversations about dedicating the new benches in front of the library in honor of donors. The intention is to install commemorative plaques in the name of donors.

### **New Business**

- New Hire/Change of Job Status
  - Grace reported on the hire of a substitute clerk and promotion of a substitute to a permanent clerk. A motion to authorize these personnel transactions was moved by Helen, seconded by Dave, and passed unanimously.
- Annual Report to the Community
  - Grace presented the 2022 Annual Report to the Community. Adoption of the annual report was moved by Jan, seconded by Helen, and passed unanimously.
- Avon Rotary Corn Festival
  - Grace reported that the library will have a place at the Corn Festival and will have the sensory garden open. Library staff, volunteers, and members of the Friends' Group will be present.

- Ribbon Cutting Ceremony
  - Grace discussed the intended ribbon cutting on 9 September at 1pm. Due to delays in the construction project, the board will monitor the situation and if needed will revise the date.

**Adjournment** at 7:26pm was moved by Jan, seconded by Helen, and passed unanimously.

The next meeting is scheduled for Monday, **August 28, 2023** at 6:30 pm.

Respectfully submitted,

***Joe Cope***

***Secretary***