

**Avon Free Library  
Board of Trustees Meeting  
26 June 2023**

**Present:** Maureen Wheeler, Becky Stewart, Josh Tonra, Saragrace Friday, Cindy Zhe, Jodi DeCarlo, Grace Frenzel, Dave Stafford

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

**Absent:** Jan Cole, Helen Zamboni, Joe Cope, Tim Batzel (Village Board Liaison), Paul Drozdiel (Town Board Liaison)

Called to order at 6:30 PM

**Public Comment:**

Kathy Barsz spoke as a member of the Knitting Group. This group is completing a quilt that the Friends Group will then raffle off as a fundraiser for the library, when it is finished. The quilt is a knitted one with patches that will contain some of Avon's historical buildings, including the library.

**Appointment of new board member:**

Dave Stafford was introduced as a candidate for the board. Josh made the motion to accept him as a board member starting tonight with a term to run until December 31, 2025. Saragrace seconded the motion which was passed unanimously.

**Minutes:**

Approval of the minutes from the 22 May 2023 board meeting was moved by Jodi, seconded by Jamie, and passed unanimously.

**Friends Group Report:**

Kathy Barsz reported that at the June 1<sup>st</sup> meeting 6 new Friends had joined. A book donation event was conducted on June 3, and some books were obtained for the Corn Fest Book Sale, but they were hoping for more. They should have enough for the Corn Festival Sale, however. Two of the members met with Ann Younger of the Avon Park Theatre on the possibility of holding a trivia night fundraiser for the library there sometime in the winter of 2024. Ann was very open to the idea and the Friends Group is excited to work on this project. Kathy proposed an Open House Tour of the library for the community to become more familiar with the programs offered. She has spoken to Colleen about this as well, who thought it would be a good idea.

**Treasurer's Report:**

Jamie presented the May and June transactions lists, budget reports, and balance sheets to the board. Acceptance of the May and June reports was moved by Cindy, seconded by Josh and unanimously approved. Approval of 3 vouchers was moved by Jodi and seconded by Dave, and passed unanimously.

The topic of adding Petty Cash to the front desk was discussed. Grace felt it necessary to have some cash on hand to pay for small items that part time workers who do not have access to the credit card might purchase. Grace will investigate how other libraries handle Petty Cash and report back at the July meeting. A policy will need to be written to make the procedures clear.

## **Director's Report:**

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

- Grace attended a meeting with Livingston County Administrator Ian Coyle along with all of the directors from the other Livingston County libraries. They discussed the Pass Through Money that the county receives and other items of interest.
- She attended an online workshop-- Book Bans and Censorship: Managing Public Comment Sessions and Material Challenges. She reported how it was already helpful to her and encouraged the board to watch it as well. She will send out the link.
- She will be attending an American Sign Language for Library Staff Workshop in August.
- The library received \$52,000 from the Village of Avon on 5 June 2023.
- She has been interviewing for the sub clerk position and has someone interested in a possible landscaping position..
- She is in the process of switching over landline to a cellular plan to save money and avoid communication failings in the security system.
- Grace has applied for a grant for new directors to attend the 2023 NYLA conference. If she receives the grant, the entire cost of the conference would be covered.
- There was great press in the Livingston County News regarding our Fine Free Policy as well as her appointment to director.
- The library has received several donations in appreciation for the helpful service the staff has given to patrons.
- Door count has increased, even though the front door is not available. People are surprised to find the back yard parking, the huge back lawn and our lovely Children's Room. The construction has turned out to be very good for library PR.

## **Committee Reports:**

- Facilities:
  - ~ Pam Leonard's family wishes to place a nameplate on one of the new benches out front.
  - ~ Maureen will be meeting with Paul Drozdziel this coming Wednesday, regarding the front lawn construction.
  - ~ Grace indicated that she was told last week the project would be completed in about 3 weeks, bringing it to the end of July.
- Finance: Dave will work with Jamie to become familiar with the financials.
- Fundraising:
  - ~ Chris Ryan, former AFL Board member and president will join this committee.
  - ~ Becky has researched a software program that will help with fundraising. She will report on this later in the meeting.
  - ~ Jodi has joined the Fundraising Committee.

## **Long Range Planning:**

- There have been 82 survey responses from the public and 10 from the staff and board. If you haven't completed the survey yet, please do it soon.
- The committee will review and analyze the data.
- Maureen is setting up a meeting with the stakeholders in the community: Avon Village and Town Boards, School Board and School librarians to get their input.

## **Personnel:**

- No report

**Old Business:**

None.

**New Business & Policy:**

- A motion to approve adoption of an update to the Harassment and Discrimination Prevention Policy, upon consultation from Ron at OWWL was put forth by Josh and seconded by Jodi and unanimously approved.
- Becky gave us a review of “Zeffy” a donor management system that will help build strong relationships with donors, help with donor communications, as well as various fundraising programs. There is no cost to us if we decide to implement this software. This is something that will be further investigated.
- Maureen is applying for a new grant from the Empire State Development Corporation—the Not for Profit Capital Grant Program. It could help us immensely with the cost of a new slate roof and the backyard upgrade. Josh moved to to authorize the board president to sign and submit an application on behalf of the Avon Free Library, which was seconded by Saragrace and approved unanimously.
- Maureen sees the need for us to formalize the job descriptions of the various AFL Board positions and committees, as we are getting more new people on the board and will get 2 more in January. These job descriptions will help the new board members understand the workings of the board more clearly. Those who are chairs of a committee or hold a position are encouraged to write a job description for the board to review. Ron will come to our September board meeting to help us solidify these descriptions.

**Adjournment** at 8:05 PM was moved by Cindy, seconded by Jodi, and passed unanimously.

Respectfully submitted by

*Cindy Zhe*

in Joe Cope's absence