

**Avon Free Library
Board of Trustees Meeting
22 January 2024**

Present: Helen Zamboni, Maureen Wheeler, Joe Cope, Dave Stafford, Jodi DeCarlo, Josh Tonra, Saragrace Friday, Becky Stewart, Grace Frenzel, Deborah Cooper, Cheryl MacPherson

Absent: Jan Cole

Invited Presenters: Kathy Barsz (Friends' Group) and Nicole

Called to order at 7:00 pm

Election of Officers

Maureen presented the proposed slate of officers for 2024:

- President: Helen Zamboni
- Vice President: Becky Stewart
- Treasurer: Dave Stafford
- Secretary: Joe Cope

A motion to accept the proposed slate of officers for 2024 was moved by Josh, seconded by Dave, and passed unanimously.

Public Comment

None

Minutes of November 27, 2023

Approval of the minutes of the 27 November 2023 meeting was moved by Saragrace, seconded by Maureen, and passed unanimously.

Friends' Report

Kathy provided a summary of 2023 activities:

- Flooding damaged a large number of books being stored for the annual sale
- The Friends had to relocate the collection to a new storage space at the First Presbyterian Church, but is looking at longer-term options for increased space.
- The Corn Festival and Christmas book sale.
- Organizational work within the Friends' Group, officer elections, and committee formation.
- Community outreach, including a children's book giveaway during the Avon Holiday Spectacular.

Treasurer's Report

Dave reviewed the transaction list, budget report and balance sheet for 27 November 2023 to 22 January 2024 and 7 vouchers. Approval of the financial report was moved by Josh, seconded by Jodi, and passed unanimously.

Director's Report

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

- Set up of the Simple IRAs for staff.
- Negotiation of a lease for a new library printer.
- Computer replacements.
- Staff training on seizure recognition and first aid training.
- Grace has been appointed as Vice Chair of the OWWL Directors' Advisory Council for 2024.
- Upcoming events and library programming.
- Updates on library programs and workshops.
- Updates on fundraisers, donations, memorials, and grants.
- Updates on circulation, wifi sessions, and door counts.

Committee Reports

Facilities (Helen)

- Helen reported on the status of the library's elevator study. MRB Group has presented two options that would allow improved access and the reconfiguration/addition of space in the library.

Finance (Dave)

- Dave proposed the cycle of regular payments for 2024 including: utilities, workers compensation, cleaning contract, Utica national insurance, payroll and accounting fees with ABS, security monitoring, simple IRA plan, HVAC maintenance add Brice for lawn mowing. Approval of the regular payments was moved by Dave, seconded by Josh, and passed unanimously.
- Dave proposed that the board authorize the removal of the former president and treasurer and add the new president and treasurer as authorized signatories to any and all accounts with financial institutions.

Fundraising (Maureen)

- No report.

Personnel (Josh)

- Josh reported on ongoing discussions with Grace about a written evaluation process for library staff.

Policy (Joe)

- Joe presented proposed revisions to the Borrowing Policy and the Space Usage Policy. Adoption of the proposed revisions was moved by Joe, seconded by Jodi, and passed unanimously.
- Begin usage of an online booking system for reserving space in the library.
- Offer wi-fi hotspot checkouts for 7 days with no renewals, deactivation if not returned on time, and a 24 hour waiting period between borrowing. Up to \$80 may be assessed as a replacement fee for missing or damaged equipment.

New Business

FFRPL Annual Grant Report

- Grace presented the annual report to FFRPL. Acceptance of the annual report was moved by Maureen, seconded by Dave, and passed unanimously.

Lion's Club trivia night

- Joe noted that the Lions Club is planning a fundraiser for the library at the Park Theater on 23 March 2023

Conflict of Interest and Whistle Blower Policies

Helen presented board members with the forms for conflict of interest and whistle Blow

Trustee Training Requirement

Helen reminded Board members that there is a 2-hour per year training requirement and drew attention to Board training resources offered by OWWL. Board member should note training hours in the shared spreadsheet and complete a self assurance form to track.

Committee Assignments:

Helen presented committee assignments for 2024:

- Communications/Fundraising: Becky (chair), Jan, Chris Ryan, Ryan Spall
- Facilities: Helen (chair), Josh, Becky, Paul Drozdiel, and Bethanie Dell
- Finance: Dave (chair), Jodi, Deb, and Maureen
- Personnel: Josh (chair), Dave, Joe, Cheryl, and Peggy Tirrell
- Policy: Joe (chair), Josh, Jodi, and Saragrace

Helen presented other assignments for 2024:

- Claims Auditor: Jan Cole
- Liaison to the Friends Group: Maureen Wheeler

Adjournment

A motion to adjourn at 8:01pm was made by Joe, seconded by Saragrace, and passed unanimously.

Next Meeting: February 26, 2024, 6:30 pm

Respectfully submitted,

Joe Cope

Secretary