

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

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

**Absent:** Becky Stewart

**Invited Presenters:** Kathy Barsz (Friends' Group) and Ron Kirsop (OWWL Library System)

Called to order at 6:30 pm

**Public Comment**

None

**Minutes of October 30, 2023**

Approval of the minutes of the 30 October 2023 meeting was moved by Helen, seconded by Cindy, and passed unanimously.

**Updates from the OWWL Library System** (Ron Kirsop, Director of the OWWL Library System)

Ron distributed 2023 editions of the *Handbook for Library Trustees of New York State* to all board members. Ron also reviewed trustee responsibilities, legal requirements, and best practices for association library boards of trustees.

Maureen reviewed draft documents outlining Avon Free Library-specific roles and responsibilities for board members, officers, and committees, and an annual calendar of compliance and reporting requirements.

**Friends' Report**

Kathy reported on the November meeting of the Friends' Group, results of the recent officer elections, and transition plans for the new officers. The Friends' Group is planning to do a book distribution for children at the Avon Holiday Spectacular and will be holding a small book sale later this winter.

**Treasurer's Report**

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

Dave reported that as a follow up to last month's board resolution, the Finance Committee negotiated a significant increase in interest rates on the savings accounts and purchased a CD.

## **Director's Report**

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

- Construction updates: Anti-slip coating on the front granite has been installed, work has been completed on the sidewalk and accessible street ramp, and the landscaping has been completed. The last piece in the front door project is installation of the book drop.
- Reminder of ROC the Day fundraising on 28 November.
- Library programming for the Avon Holiday Spectacular.
- Updates on library programs and workshops.
- Updates on fundraisers, donations and memorials.
- Updates on circulation, wifi sessions, and door counts.

## **Committee Reports**

Facilities (Helen)

- No report

Finance (Dave)

- On behalf of the committee, Dave reported on the 2024 proposed budget.
  - At 7:56 pm, a motion to enter executive session was made by Helen, seconded by Cindy, and passed unanimously.
  - At 8:03 pm, a motion to leave the executive session was made by Jan, seconded by Dave, and passed unanimously. No action was taken during the executive session.
- A motion to adopt the 2024 proposed budget was made by Josh, seconded by Helen, and passed unanimously.

Fundraising (Maureen)

- No report.

Long-Range Plan (Maureen)

- Maureen reviewed the 2024-28 Long Range Plan with the board
- A motion to adopt the 2024-28 Long Range Plan was made by Helen, seconded by Jodi, and passed unanimously.

Personnel (Josh)

- No report.

Policy (Joe)

- Joe reported on ongoing Policy Committee reviews of revisions to the Borrowing Policy and the Space Usage Policy suggested by Grace. These will be brought to the board for approval at the next meeting.
- A motion to empower the Library Director to implement the following processes was made by Dave, seconded by Saragrace, 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**

### Board Openings

- Maureen led a discussion of needs in filling impending vacancies on the board and strategies for recruiting new members..

### Nominating committee and board officer positions

- Maureen reported on a proposed constitution of the nominating committee, which will interview candidates for board vacancies and make nominations for board officers.
- A motion to constitute a nominating committee consisting of Maureen, Joe, and Cindy was made by Helen, seconded by Josh, and passed unanimously.

### December meeting

- A motion to cancel the December board meeting and empower the Finance Committee to approve vouchers was made by Helen, seconded by Joe, and passed unanimously.

### 2024 Proposed Board Meeting Dates

- Maureen reviewed a proposed schedule of board meetings for 2024.
- A motion to adopt the proposed schedule was made by Josh, seconded by Dave, and passed unanimously.

### 2024 Proposed Holidays

- Grace reviewed the proposed holidays/closure days for 2024.
- A motion to adopt the proposed holidays was made by Josh, seconded by Cindy, and passed unanimously.

## **Adjournment**

A motion to adjourn at 8:21pm was made by Helen, seconded by Jan, and passed unanimously.

**Next Meeting:** January 22, 2024, 6:30 pm

Respectfully submitted,

***Joe Cope***  
***Secretary***