

**Avon Free Library  
Board of Trustees Meeting  
30 October 2023**

**Present:** Maureen Wheeler, Helen Zamboni, Joe Cope, Jaime Lovullo, Dave Stafford, Cindy Zhe, Jodi DeCarlo, Josh Tonra, Becky Stewart, Grace Frenzel

**Absent:** Jan Cole, Saragrace Friday

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

Called to order at 6:34 pm

**Public Comment**

None

**Minutes of September 25, 2023**

Approval of the minutes of the 25 September 2023 meeting was moved by Helen, seconded by Dave, and passed unanimously.

**Friends' Report**

Kathy reported that the Friends will be electing officers at their meeting next Monday, 6 November.

**Executive Session**

- At 6:35pm, a motion to enter executive session was made by Helen, seconded by Cindy, and passed unanimously.
- At 6:55pm, a motion to leave executive session was made by Helen, seconded by Josh, and passed unanimously. No action was taken during the executive session.

**Treasurer's Report**

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

A motion to empower the Finance Committee to invest the funds received from grants in a certificate of deposit was made by Helen, seconded by Josh, and passed unanimously.

**Director's Report**

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

- Updates on library involvement in planning for the April 8, 2024 eclipse.
- Updates on facilities:
  - Planning to install anti-slip coating on the granite walkways;

- Updates on final components of the front door project, including the book drop and sidewalk;
- Plans for snow removal and lawn care.
- Receipt of a Teen Services Grant from OWWL to offset the cost of the new wi-fi hotspots targeted to patrons in the 12-18 age group.
- A report on initial conversations with a compost recycling company in Rochester that is interested in partnering with the library as a pick up/drop off site.
- Updates on library programs and workshops.
- Updates on fundraisers, donations and memorials.
- Updates on circulation, wifi sessions, and door counts.

## **Committee Reports**

### Facilities (Helen)

- Helen discussed the Facilities Committee's exploration of contracting with MRB Group to conduct an elevator study as part of the library's overall accessibility planning.
- Authorization to proceed with a contract with MRB Group to conduct an elevator study was moved by Helen, seconded by Cindy, and passed unanimously.

### Finance (Dave)

- On behalf of the committee, Maureen discussed the library's practice of making a (SIMPLE) IRA available to employees. Following federal requirements, the library will need to offer the option to participate in a (SIMPLE) IRA to any employee who makes more than \$5000/year gross. Dave presented on the 2024 budget projections for eligible employees.
- The Finance Committee will be meeting shortly to draft materials for 2024 including the library budget, the school budget request, and employee compensation.

### Fundraising (Maureen)

- No report.

### Long-Range Plan (Maureen)

- On behalf of the committee, Maureen, Josh, and Becky presented a draft of the library's long-range plan. This will need to be adopted and in place by January 2024. The library will host a public presentation of the draft long-range plan to the public on November 20 at 5pm. Items of note include:
  - A proposed revision to the mission statement;
  - Information on feedback collected through demographic data; community, employee and board surveys; and community conversations;
  - Recommendations for strategic focus areas: facilities (including goals associated with accessibility, building integrity/safety, improving/maintaining our historic space), communication (including goals associated with developing a comprehensive marketing plan to improve awareness of services and resources, an external communications plan, and an internal communication plan), and

sustainability (including goals associated with sustainability in finances, operations, and environment).

- The board provided feedback on the draft and presentation.

Personnel (Josh)

- No report.

Policy (Joe)

- No report.

### **New Business**

Early closure due to holiday observances:

- Grace discussed a need for clarification about paying employees who are scheduled to work on days that the library closes early (e.g., Halloween and Thanksgiving-eve).
- A motion to clarify that employees who are scheduled to work during early closures due to holidays are paid was made by Dave, seconded by Josh, and passed unanimously.

Resolution to Exceed the Tax Cap

- Maureen introduced the following resolution for review by the Board:

Whereas, the adoption of the 2024 budget for the Avon Free Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of the Avon Free Library voted and approved to exceed the tax levy limit for 2024 by at least the sixty percent of the board of trustees as required by state law on October 30, 2023.

- A motion to accept the Resolution to Exceed the Tax Cap was made by Helen, seconded by Jaime, and passed unanimously.

### **Adjournment**

A motion to adjourn at 8:15pm was made by Josh, seconded by Joe, and passed unanimously.

**Next Meeting:** November 27, 2023, 6:30 pm

Respectfully submitted,

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