

**Avon Free Library
Board of Trustees Meeting
20 May 2024**

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

Absent: Grace Frenzel, Becky Stewart, Jan Cole

Guests: Kathy Barsz, Friends Group

Called to order at 6:30pm.

Public Comment

None.

Minutes of 29 April 2024

Approval of the minutes of the 29 April 2024 meeting was moved by Josh, seconded by Jodi, and passed unanimously.

Friends' Group Report

Kathy provided a brief update on Friends' Group activities, which are primarily focused on preparing for the summer book sale.

Treasurer's Report

Dave reviewed the financial report consisting of the transaction list, the balance sheet for May 2024, and 10 vouchers. Approval of the financial report was moved by Cheryl, seconded by Deb, and passed unanimously.

Director's Report

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

- Biannual maintenance and upcoming repairs for the HVAC system.
- Progress of staff evaluations.
- Submission of the RACF Historic Preservation grant.
- Presentation at the school budget hearing held on 13 May 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 that the committee continues to work on planning for major projects.
- The NY State Historical Preservation Office has provided feedback on the elevator project and representatives from SHPO will be meeting with Grace, Helen, and Paul to clarify several issues.
- The committee has generated initial estimates for the elevator project budget. Grace will be working with OWWL to identify elements of the project that can be separated out and potentially funded with FY 2025 State Aid for Library Construction. The intent to apply deadline is 24 May 2024.

Finance (Dave)

- Annual tax returns have been filed.

Fundraising (Becky)

- The RACF grant submission was filed.

Personnel (Josh)

- Josh distributed forms for the annual evaluation of the Director. Board members are invited to fill these out and return them to Josh by June 4.
- The committee will review board comments and provide feedback to the Director later this summer.

Policy (Joe)

- No report.

Old Business

Online repository for minutes and agendas:

- Joe reported that a Google Drive folder for minutes and agendas has been created. The President, Treasurer, Secretary and Director can upload materials and anyone with the link (<https://drive.google.com/drive/folders/19L9cchA64bQtwPciWcfWyZtVqe298LsA?usp=sharing>) can view them. This link or links to specific documents can be shared on the website.

New Business

Adjournment

A motion to adjourn at 6:58pm was made by Saragrace, seconded by Joe, and passed unanimously.

Next Meeting: 24 June at 6:30pm