

**Avon Free Library
Board of Trustees Meeting
29 April 2024**

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

Guests: Kathy Barsz, Friends Group

Called to order at 6:30pm.

Public Comment

None.

Minutes of 25 March 2024

Approval of the corrected minutes of the 25 March 2024 meeting was moved by Josh, seconded by Jan, and passed unanimously.

Friends' Group Report

Kathy provided an update on Friends' Group activities. Items of note included:

- The Friends' Group is continuing to explore options for storage and sorting of books for the annual sale.
- The membership drive is ongoing. The Friends' Group is also looking for a treasurer.
- Leadership of the group has been engaging with NYLA's programming for library friends' groups.

Treasurer's Report

Dave reviewed the financial report consisting of the transaction list, the balance sheet for April 2024, and 5 vouchers. Approval of the financial report was moved by Maureen, seconded by Cheryl, and passed unanimously.

Director's Report

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

- Staff members have completed ASL training.
- Contractors visited on April 11 and April 16 to look at construction cost estimates for the elevator process; this is the first step in the intent-to-apply process for state construction funding.
- Clarification of the process for reviewing the annual report with the Board.
- The Board president, secretary and Library director will collaborate on ensuring that the publication of agendas conforms to New York State Open Meetings Law.

- Updates on staffing and hiring.
- Feedback from the Community Impact Report.
- Themes for the upcoming Summer Reading Program.
- 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 provided updates on the roof/gutter project and the backyard project, including the need for bridge and match funding.
- Helen reviewed the status and timeline of the elevator study.
- Helen and Grace have been consulting with OWWL on the sequencing of construction grant applications to keep major projects moving forward.

Finance (Dave)

- No report

Fundraising (Becky)

- The Fundraising Committee is developing a historical preservation grant proposal through RACF to help cover the matching funding requirements for the roof replacement.

Personnel (Josh)

- A motion to ratify two personnel transactions, including the appointment of a new substitute clerk recommended by the Director was moved by Jan, seconded by Becky, and passed unanimously.
- Josh updated the Board on progress regarding annual evaluations of the Director and library staff.

Policy (Joe)

- No report.

Old Business

- Avon on the Green Village Pilot payment
 - Maureen updated the Board on the status of the village pilot payment.

New Business

- School Budget Hearing (May 13 at 7pm)
 - Helen and Grace will be attending to discuss the upcoming budget proposal

- School Budget Vote (May 21, noon to 9pm)
 - Helen noted that beginning this year, early voting for the school election is available by application.
- Trustee Education Policy
 - Maureen noted that the Board will need to develop a Trustee Education Policy. The Policy Committee has a template from OWWL.
- Summer Meeting Schedule
 - The Board discussed the summer meeting schedule and member availability in June, July, and August.
 - A motion to cancel the August Board meeting and empower the Finance Committee to review and approve vouchers was made by Saragrace, seconded by Maureen, and passed unanimously.

Adjournment

A motion to adjourn at 7:14pm was made by Josh, seconded by Jan, and passed unanimously.

Next Meeting: 20 May 2024 at 6:30pm