

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

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

Absent: Saragrace Friday, Deborah Cooper

Guests: None

Called to order at 6:32pm.

Public Comment

None.

Minutes of 24 June 2024

Approval of the minutes of the 24 June 2024 meeting was moved by Dave, seconded by Jodi, and passed unanimously.

Friends' Group Report

Grace provided a brief update on Friends' Group activities, including preparations for the summer book sale and explorations of a fairy path project.

Treasurer's Report

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

Director's Report

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

- Readers of the Penny Saver voted the library as the best library in Livingston County.
- Upcoming trustee training sessions.
- There are continued issues with the air conditioning; the library is continuing to work with technicians to address the issues.
- Pest control efforts.
- Fall library programs by Laura Jackett funded through a Genesee Valley Council on the Arts grant.
- Four staff computer replacements have been ordered.
- Staff professional development programming.
- 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)

- A joint Facilities and Finance Committee meeting reviewed progress on and sequences of ongoing capital improvement initiatives, including the roof, backyard, and elevator projects. Based on this review, the joint committee recommended tabling the elevator project pending completion of the other two projects.
- The Facilities and Finance Committee are continuing to look into strategies for using earmarks through the state budget process and external foundation funding as strategies to advance components of the elevator project.
- The library will partner with the village on including upcoming capital projects as part of Avon's upcoming Downtown Revitalization Initiative applications.

Finance (Dave)

- The Finance Committee proposed setting aside an ongoing reserve fund equal to 4-6 months of the annual operating budget (roughly \$100-150,000) as a reserve fund for contingencies. After board discussion, creation of a Reserve Fund Policy was referred to the Policy Committee.
- Approval of a motion to empower the Finance Committee to approve vouchers for August when the board does not meet was made by Helen, seconded by Jodi, and passed unanimously.

Fundraising (Becky)

- Becky noted that the committee will be meeting soon to draw up a fundraising plan.

Personnel (Josh)

- No report.

Policy (Joe)

- No report.

Old Business

August Meeting

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New Business

Avon Rotary Corn Festival (August 10)

- The library will be setting up two booths in front of the library and will be hosting a Sensory Break Space in partnership with Autism Up in the back lawn space.

Adjournment

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

Next Meeting: 30 September at 6:30pm