

**Avon Free Library
Board of Trustees Meeting
27 January 2025**

Present: Helen Zamboni, Joe Cope, Dave Stafford, Jodi DeCarlo, Josh Tonra, Saragrace Friday, Becky Stewart, Ryan Spall, Cheryl MacPherson, Kevin Patrick, Grace Frenzel

Absent: Jan Cole

Guests: Paul Drozdiel

Called to order at 7:00 pm.

Election of Officers

On behalf of the Nominating Committee, Helen presented the proposed slate of officers for 2025, including:

- President: Helen Zamboni
- Vice President: Becky Stewart
- Treasurer: Dave Stafford
- Secretary: Joe Cope

Approval of the slate of officers was moved by Cheryl, seconded by Saragrace, and passed unanimously.

Public Comment

None.

Minutes of 25 November 2024

Approval of the corrected minutes of the 25 November 2024 meeting was moved by Jodi, seconded by Cheryl, and passed unanimously.

Friends' Group Report

Ryan reported on the Friend's Group end-of-year activities and ongoing exploration of fundraising opportunities.

Treasurer's Report

Dave reviewed the financial report consisting of the transaction list, the balance sheet for December 2024 and January 2025, and 9 vouchers. He also noted that 1099s have been submitted.

Dave reviewed the slate of recurring payments that do not require monthly approval by the Board:

- 10 recurring payments for operations and maintenance
- 5 recurring payments for utilities

Approval of all of the above financial report was moved by Josh, seconded by Becky, and passed unanimously.

Director's Report

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

- Facilities and maintenance issues including HVAC repairs, safety improvements to the stairs, and the estimated start date for the roof project.
- A recent donation of tablets for the children's library from the Wadsworth Library in Geneseo.
- The status of Employee Retention Tax Credit payouts.
- Updates on staff training and professional development.
- Updates on library programs, events, and workshops.
- Updates on fundraisers, donations, memorials, and grants.
- Updates on circulation, wifi sessions, and door counts.

Committee Reports

Facilities (Helen)

- Roof project
 - Helen invited Paul Drozdiel to give an update on the revised quote for the roof project (updated from the original quote in September 2023).

- Paul reviewed the roof project cost sheet and outlined the construction process and tentative timeline.
- Helen provided an update on the status of state capital aid for the roof project.
- Adoption of the proposed contract and timeline was made by Helen, seconded by Cheryl, and approved unanimously.

Finance (Dave)

- No report.

Fundraising (Becky)

- Becky reported on the development of grant proposals to enhance usability and accessibility of the library, including a recently-submitted application for a universal changing station through the McGowan Gin Rosica Family Foundation.

Personnel (Cheryl)

- No report.

Policy (Joe)

- Joe presented revisions to nine policies recommended by the Finance Committee:
 - Credit Card Policy
 - Cash Management Investment Policy and Procedures
 - Purchase and Procurement Policy
 - Travel, Conference, and Meal Policy
 - Disposal and Sales of Surplus or Donated Items Policy
 - Gifts and Donations Policy
 - Finance Committee Governance Policy
 - Banking Policy
 - Claims Audit Policy
- Approval of the revised policies was moved by Joe, seconded by Dave, and passed unanimously.

Old Business

None.

New Business

- The FFRPL Annual Grant Report was discussed and presented by Grace. A motion to accept the annual grant report was made by Jodi, seconded by Ryan, and passed unanimously.
- Lions Club trivia night fundraiser for the library will be on Saturday, April 12 at the Park Theater. Tickets will be available for presale for \$25 each. All proceeds are donated to the library.
- Helen reviewed and asked board members to submit signed Conflict of Interest, WhistleBlower, and Trustee Ethics Policies forms as soon as practical.
- Helen and Grace reviewed the state requirements for 2 hours of training for each trustee every calendar year and discussed the mechanisms for tracking completion.
- Committee Assignments: Helen reviewed committee assignments for board members:
 - Communications/Fundraising: Becky (chair), Jan, Cheryl, Ryan, Chris Ryan
 - Facilities: Helen (chair) Jan, Becky, Ryan, Paul Drozdziel
 - Finance: Dave (co-chair), Jodi (co-chair), Helen
 - Personnel: Cheryl (chair), Dave, Joe, Josh, Jan, Ryan
 - Policy: Joe (co-chair), Josh (co-chair), Jodi, Saragrace
 - Other Assignments
 - Claims Auditor: Jodi
 - Backup Claims Auditor: Jan
 - Liaison to the Friends Group: Ryan

Adjournment

A motion to adjourn at 7:37 pm was made by Josh, seconded by Cheryl, and passed unanimously.

Next Meeting: 24 February 2025 at 6:30pm.

Respectfully submitted by Joe Cope, Secretary