

**AVON FREE LIBRARY
BOARD OF TRUSTEES MEETING
25 August 2025 | 6:30pm**

Present: Grace Frenzel, Helen Zamboni, Josh Tonra, Ryan Spall, Joe Cope, Saragrace Friday, Kevin Patrick, Cheryl MacPherson, Becky Stewart, Collin Hayes

Absent: Dave Stafford, Jodi DeCarlo

Guests: Don Mastin, Aartje DeWaard, Ron Kirsop, Piety Exley

Call to Order at 6:30pm

Public Comment

Don Mastin and Aartje DeWaard announced a contribution to the Avon Free Library in memory of Klaas DeWaard. Klaas was involved in the 1976 foundation of the Community Manor of Genesee Valley Incorporated as a 501(c)(3) nonprofit to support the senior citizen housing at Community Manor I and II on Sackett Road. In 2025, the organization's 20% share in Community Manor II was sold. Prior to his passing, Klaas DeWaard recommended that the \$36,593.91 in proceeds should be donated to the building fund for the Avon Free Library. The Board expressed its thanks for this generous donation to the library.

Minutes of 28 July 2025

Approval of the corrected minutes of 28 July 2025 was moved by Josh, seconded by Saragrace, and passed unanimously.

Friends' Report

On behalf of the Friends' Group, Ryan gave a brief update on the book sale, which raised just over \$2,000. The Friends will be discussing the possibility of a winter sale and will be working to better communicate the benefits associated with membership (e.g., early access to the book sale).

Treasurer's Report

Dave submitted the financial report via email. On behalf of the Treasurer, Helen reviewed the transaction list, the balance sheet for August 2025, and invoices for approval. Approval of the financial report was moved by Josh, seconded by Cheryl, and passed unanimously.

Director's Report

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

- The library has signed a new contract with West Fire to take over the existing security and fire system.
- There will be a ballot proposition information night on Monday, 9/22 at 6:30pm. Grace is also having conversations with local community groups to help inform voters and is training staff to help respond to patrons who have questions about the proposition.
- The slate tile fundraiser made just over \$1,200 at Corn Fest and additional sales continue.
- NYS Assemblywoman Andrea Bailey will be touring the library in September; board members are encouraged to attend if they are available.
- Recent and upcoming meetings.
- Updates on staffing, staff training and professional development.
- Updates on library programs, events, and workshops.
- Updates on fundraisers, donations, memorials, and grants. On behalf of the library, Grace wrote a letter of support for a GVCA Arts Ignite grant.
- Updates on circulation, wifi sessions, and door counts.

Committee Reports

Facilities (Helen)

- No report.

Finance (Kevin for Dave)

- No report

Fundraising (Becky)

- The committee continues to work on identifying and applying for external grants.

Personnel (Cheryl)

- Annual reviews of library staff will conclude by December. As a long-term goal, the committee hopes to work towards conducting two staff reviews per year.

Policy (Josh)

- Policy will be coordinating with Personnel on proposed changes to the Employee Handbook to clarify elements of the director's annual review.

Old Business

- None

New Business

Succession Planning and Secretary

- Grace reviewed Joe Cope's letter of resignation from the board, which is effective 31 August 2025. The Board thanked Joe for his service.
- Helen proposed Josh Tonra as Secretary of the Board of Trustees, effective 31 August and extending through the end of December 2025. Approval of this nomination was moved by Saragrace, seconded by Cheryl, and passed unanimously.

Corn Fest

- Grace reported that there were 345 visitors to the library during Corn Fest.
- 115 people visited the Sensory Break Space in the Children's Library.
- Visitors at the booth had the opportunity to use a whiteboard to record their "favorite things about the Avon Free Library". This is on display in the meeting room.

Chapter 414 Project

- On behalf of OWWL, Ron Kirsop reviewed a tip sheet for trustees to help in efforts to inform and educate the public about the November referendum. He also reviewed the responsibilities of board members in speaking about the referendum.
- Inquiries should be directed to the library's information page at <https://avonfreelibrary.org/2025-library-budget-proposition/>. This can be updated based on common questions that emerge from conversations with community members.
- There was discussion of the types of questions that have been raised by the community.

- Ron gave an update on recent changes that support association and district libraries in New York and outlined the assistance that OWWL can provide to the library in navigating different models.

Trivia Night

- Joe noted that the Lions Club is planning to host the fourth annual trivia night fundraiser on Friday, 27 February 2026.

Adjournment at 7:47pm

Next Meeting: September 29, 2025 at 6:30pm

Submitted by Joe Cope, Secretary