

**AVON FREE LIBRARY  
BOARD OF TRUSTEES MEETING  
28 July 2025 | 6:30pm**

**Present:** Grace Frenzel, Dave Stafford, Jodi DeCarlo, Helen Zamboni, Josh Tonra, Ryan Spall, Joe Cope, Collin Hayes, Saragrace Friday, Kevin Patrick

**Absent:** Cheryl MacPherson, Becky Stewart

**Guests:** None

**Call to Order at 6:32pm**

**Public Comment**

None.

**Minutes of 30 June 2025**

Approval of the corrected minutes of 30 June 2025 was moved by Jodi, seconded by Josh, and passed unanimously.

**Friends' Report**

On behalf of the Friends' Group, Ryan gave a final report on the basket raffle, which raised a total of \$1,255. The Friends' Group is gearing up for the annual book sale during Corn Fest. The sale will be held at the Presbyterian Church and there will be a bag sale during the last two hours on Saturday.

**Treasurer's Report**

Dave reviewed the financial report consisting of the transaction list, the balance sheet for July 2025, and 10 invoices for approval. Approval of the financial report was moved by Josh, seconded by Ryan, and passed unanimously.

**Director's Report**

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

- Grace is exploring quotes from vendors for the fire and security system and for the landscaping and snow removal.
- The roof project is waiting for final touchups and equipment removal; these are expected in the next few weeks.
- 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; Grace and Becky are exploring a grant for stairway improvements.
- Updates on circulation, wifi sessions, and door counts.

## **Committee Reports**

### **Facilities (Helen)**

- The roof project is substantively complete.
- The Facilities Committee is beginning to discuss planning for the backyard project. The current grant, which is allocated for the backyard project, covers most of the infrastructure needs (e.g., grading, parking, lighting).

### **Finance (Dave)**

- Dave discussed the timeline for paying August bills.

### **Fundraising (Becky, Grace reporting)**

- Grace shared mockups of placards to acknowledge major supporters of the roof reconstruction project.
- Souvenirs made from pieces of the old slate roof will be for sale at Corn Fest.

### **Personnel (Cheryl)**

- No report.

### **Policy (Joe)**

- Presented a draft of amendment to the Employee Handbook. This will be reviewed at the next Board meeting.

## **Old Business**

### **Ballot Proposition - Update**

- Grace and Helen attend the Village Board Meeting, the combined Village/Town Board Meeting (both on 7/7) and the Town Board Meeting (7/10).
- The issue of contingency plans involving continued support from the town and village if the upcoming ballot proposition fails was raised during these meetings. As part of the educational campaign for the ballot proposal, the library will need clearer information on this issue.
- The Finance Committee met and is discussing the education campaign. Finance is also discussing contingency plans if the ballot proposal does not pass, including a contingent budget for 2026 and options for the school budget vote in May 2026.
- The communication and outreach plan includes:
  - The development of one sheet flyers, handouts, and videos to share with staff, volunteers and board members. Information will be pushed out at Corn Fest and other events, a mailing with the Village water bill, and through social media marketing. Grace and Becky are working on these materials
  - Public meetings in the fall to present information and answer questions.
  - Relational organizing - working through existing networks of friends and allies of the Library to explain the ballot proposal.
  - Voter turnout efforts during the election.

## **New Business**

### **Avon Rotary Corn Festival**

- Grace discussed plans for the library booths at Corn Fest and outlined opportunities for Board members to volunteer during the event.

### **Succession Planning**

- Joe announced his intention to resign from the Board effective August 31 due to an upcoming move out of the town and village.
- There was discussion of transition plans for the Policy Committee and the Secretary position. Josh has volunteered to take on both roles (the Board will formally move to fill the Secretary position at the August meeting).

### **Adjournment at 7:20 pm**

**Next Meeting: August 25, 2025 at 6:30 pm**

**Submitted by Joe Cope, Secretary**