

AVON FREE LIBRARY
BOARD OF TRUSTEES MEETING March 30, 2026 | 6:30pm

Present: Grace Frenzel, Helen Zamboni, Josh Tonra, Kevin Patrick, Collin Hayes, Ann Younger, Catherine Loomis, Jodi DeCarlo, Becky Stewart, Saragrace Friday, Ryan Spall, Cheryl MacPherson.

Absent: None.

Guests: Paul Drozdziel.

Call to Order at 6:31 p.m.

Public Comment: Eloise Pulse. Ms. Pulse present to ask why Board meeting minutes were not posted to the Library website, why website indicated that Board meetings were listed as being on both Monday and Thursday, and to express displeasure with a recent personnel decision.

Minutes of February 2026: Jodi moves. Ryan seconds. Passed unanimously

Guest Report (Paul Drozdziel): Updated pricing has been received as well as tentative contract for the Backyard Project. Original bidding was undertaken during COVID. New cost is \$702K. Estimated time of 135 and 150 days to complete project. Paul submitted building permit application and submitted drawings last week – waiting for a response. Paul will reach out for status later this week. Does not include the shelter – costs estimate for it is over \$200K. Discussed possibility of volunteers (Rotary/Lions) completing shelter – would still require permits and approval, would be difficult. Paul and Grace went to Macedon to look at two different types of shelters (steel vs wood), possibility of prefabricated shelter with a storage shed being done by contractors. \$85K allowance in the bid for contingencies (possible that not all of it could be used and it could be repurposed). Per Becky we could explore donations in kind from local firms. Facilities Committee meeting will be scheduled soon (possibly joint meeting with Fundraising Committee). Grace to check on status of application for funding from Horseshoe Solar Community fund. Will also tap into endowment at RACF.

Motion taken to empower Facilities, Fundraising, and Finance Committees to review and move forward with execution of the contract. Cheryl moves. Collin seconds. Passes unanimously.

Friends Report (Ryan): Friends Group is workshopping fundraising ideas (raffle baskets). The Friends would like to have another event beyond the book sale. The Friends are thinking about gardening or bird-watching related possibilities. Very early in the development phase.

Finance Report (Kevin): Kevin discussed current balance sheet. Received \$279K from the Town, nothing else remarkable on the transaction list. Balance sheet demonstrates that we are in good

shape. Gas is high and electric is low, but that will change as we come out of winter. Everything else is close to budget.

Transaction list, balance sheet, profits and loss statements, and vouchers (6). Jodi moves. Cheryl seconds. Passes unanimously.

Director's Report (Grace): Wrapping up term on Advisory Committee. Met with Board at Presbyterian Church regarding Backyard Project. Scooter's birthday is coming up. Hosting Livingston County Directors this week for April meeting. Property assessment increased, but tax liability is still zero. Fire alarm monitoring system will be changing over to a cellular system.

Annual report to the state website went live today, must be submitted this week. Kevin and Dave to assist with the financials. Updates on Minimum Standards for libraries discussed (also in report). Policy updates will be forthcoming in accordance with the minimum standards (must be updated within 5 years; nearly all of our policies are in compliance). Inventory discussed; will need to be undertaken. MOU with Friends' Group needs to be updated.

Kasey's title is switching to Family Services Coordinator (better fit for her work). Senior Clerk position has been posted.

Mediated computer purchasing is on hold again. VOIP services contract and support contract are being updated with the change to fire alarm monitoring. Estimate obtained for hearing aid-friendly desk phone.

Dinosaur themed summer reading program announced – "Unearth a Story." Digital literacy workshops have been successful so far. Kasey is working with Livingston County Youth Services.

Committee Reports:

- **Facilities** (Helen): Multi-committee meeting will be scheduled for backyard project.
- **Finance** (Kevin): CD renewed for 5-month term (came due). No update on 990 Form yet. Jodi asked about the possibility of an exemption, but we are too large budget-wise, per Helen.
- **Fundraising** (Becky): It is grant season. Several grant applications/letters of interest submitted or ready to submit for backyard project and stairwell renovations (furniture as well). Becky discussed the different applications/letters of interest in possible dollar amounts. Will be applying for ESL Grant for elevator project (should be for a bigger project). Be on the lookout for other grant opportunities.
- **Personnel** (Cheryl): See new business.
- **Policy** (Josh): See new business.

Old Business: Lions Club Trivia Night raised \$3,000. Hayes Team won.

New Business:

- Avon Central School District Proposition language discussed. Submitted for approval. Jodi moves. Saragrace seconds. Unanimously approved.
- Personnel change report submitted for approval. Cheryl moves. Kevin seconds. Unanimously approved. Catherine abstains.
- Internship policy (new) submitted for approval. After comments, withdrawn from consideration for amendment.
- Borrowing policy (revised) submitted for approval. Jodi moves. Cheryl seconds. Unanimously passed.
- Collection development policy (revised) submitted for approval. Jodi moves. Cheryl seconds. Unanimously passed.
- Training requirement reminders.
- Substitute secretary will be needed for next month's meeting.

Adjournment: 7:28 p.m.

Next Meeting: April 27, 2026

Respectfully Submitted,
Joshua Tonra
Secretary