AVON FREE LIBRARY
BOARD OF TRUSTEES MEETING October 26, 2026 | 6:30pm

Present: Grace Frenzel, Jodi DeCarlo, Collin Hayes (Acting Secretary), Kevin Patrick, Cheryl MacPherson, Helen Zamboni, Catherine Loomis, Ryan Spall, Saragrace Friday, Ann Younger

Absent: Josh Tonra, Becky Stewart

Guests: Paul Drozdziel

Call to Order at 6:30 p.m.

Public Comment: None.

Minutes of September 2026: Date of minutes corrected to September 28, 2026. Kevin moves, Cheryl seconds. Passes unanimously.

Backyard Project Update: Paul Drozdziel gave update on backyard project:

- The project has been delayed mainly by the shelter. The engineered structural drawings for its foundations took about 12 weeks instead of the promised 2. The stamped drawings and anchor bolts have now been received, and excavation for the shelter foundations is underway. The shelter is expected to arrive at the end of November or the first week of December. No additional village permit is needed.
- Depending on the weather, the shelter may not be erected until next year. If conditions allow, the contractor has been asked to put up the steel skeleton this fall so the painted steel isn't left sitting outside.
- The sidewalk between the church and the library has been re-poured. A 12-inch trench drain was added across the full width of the sidewalk and tied into the storm sewer. This was a field addition made in response to the church's concerns. Options are being reviewed for draining water from the two downspouts on the back of the church. The new curb and catch basins should improve drainage for the neighbor at the back of the property.
- The parking lot is rough graded and close to finished grade. All curbing is in.
- Layout and rough-in of the meandering sidewalk has begun.
- Light pole bases are being installed. Some bases and curbs had to be reworked because the elevations were wrong. The existing light poles have been removed, and the electrician is on site.
- A 36-inch pipe running west was not marked during the village stakeout. It was damaged during grading and has been repaired.
- A new superintendent from Caledonia is now on the job. The original superintendent was pulled away by another project in Canandaigua.

- The delays partly reflect the project being moved from the front to the back of the contractor's schedule due to delays in permitting process.
- Hopeful that paving of the parking lot will take place next week. Paul recommended that binder may be placed this fall, with the top coat in the spring. This would protect against settlement and any damage from equipment.
- Plantings could go in by mid-to-late November if weather holds.
- The benches have been delivered. They are being stored disassembled on pallets in Paul's building. All subcontractors were told to deliver materials to Paul's shop, but deliveries keep arriving at the library.
- A dead tree on the neighboring rental property poses a safety hazard to library property. Grace has been in contact with the owner has said he will arrange for its removal; she will follow up.
- Snow removal: Grace plans to keep Bryce for the parking lot. A volunteer and/or the village would handle the sidewalks.

Friends Report (Ryan):

- Genesee Valley Conservancy presentation on November 16 at 6 PM: topics include local preserves, hiking trails, local habitat, and the Conservancy's mission. The talk is aimed at anyone interested in hiking in fall, winter, or spring. The event is free. Donations will be collected and split with the Conservancy.
- Holiday Spectacular: Santa will be hosted in the Library this year, not the Opera Block. There will not be a book sale, but Friends will hand out free books to children. Saragrace in on Holiday Spectacular Committee and will arrange decorations for library.

Treasurer's Report (Kevin):

- Kevin reviewed the transaction report. There was a deposit of around $31,330 from capital fund to cover backyard project costs; another deposit of around $13,600 from Livingston County First Impression grant. Overall, budget versus actual looks very good right now. Interest income is above budget, partly because backyard funds have been held longer than anticipated; spending will pick up as project progresses. Labor expenses are about $17,000 under budget; payroll this coming Friday will narrow that gap. There is money in budget to purchase a computer/laptop, but that is currently on hold.
- Jodi asked about the frequency of the payments to Technical Services Group for the fire/security system. Grace believes they are quarterly; will follow up and confirm.
- Kevin reviewed the vouchers. Cheryl motions to approve payment of vouchers, Ryan seconds. Passes unanimously.

Grace raised the issue of the universal changing station that we intended to purchase with the McGowan Gin Rosica grant:

- The station we intended to purchase had been out of stock for a long time. The grant required the purchase to be completed within one year. That deadline was June 2026. The station was ordered before it went out of stock, and Grace has emails documenting the back order. She has not heard from McGowan about the delay. The unit does not fit in the current downstairs bathroom or the upstairs bathroom; plan was to build a bathroom large enough for it with the elevator addition. This model was chosen because it is the most affordable universal changing table, but it does not have powered height adjustment. A powered model would cost about $10,000 more.
- Cheryl noted the order can be documented as placed before the deadline and back-ordered. She also agreed the addition would be a better location for accessibility. Board members raised that the library has nowhere to install or store the current unit; buying something less than optimal with no place to put it does not make sense. A higher-grade model could be included in the future construction aid application for the elevator addition.
- Board suggested returning the grant funds in good faith and reapplying later for a better unit. Grace will contact McGowan. If McGowan prefers that the item be purchased and donated, another organization could take it. Ryan suggested Avon Elementary.

Director's Report (Grace):

- HVAC has been fixed
- An information page about the proposition is on the library website. Grace will email board members general talking points. Helen said the voters she spoke with were unaware of the proposition and appreciated being told. The main need is making sure voters know to flip the ballot over, since it is the only proposition. The board discussed placing a notice in the Penny Saver. It may still be possible this week, but it could be costly if not donated. The notice will be included in the library's own newsletter. Board members may also share the library's Facebook post. The messaging is informational only and does not urge a yes vote.
- The Friends of the Library donated $600 to fund the Pysanky (Ukrainian egg decorating) class, which began this past Thursday. The class runs monthly through March.
- To improve circulation, Grace is looking at a different book supplier.
- The reorganization of the nonfiction section is nearly complete and is expected to generate excitement about the collection.
- Students from Avon High School will be visiting Library in November. Asked whether the internship program could be highlighted during high school visits, Grace said it is not currently active. The school acknowledged it lacked the structure to support it. She would recruit volunteers instead.

Committee Reports:

- **Facilities** (Helen): Nothing to report. See backyard update and universal changing station discussion.
- **Finance** (Kevin): Planning budget meeting for beginning of November. Budget for next year will depend on results of proposition.

- **Fundraising**: Grace reported that she and Becky continue to work on sponsorships for backyard project.
- **Personnel** (Cheryl): A draft of Grace's year-end review is being circulated to the board for review and feedback.
- **Policy**: See new business.

Old Business:

Budget vote: Board members were encouraged to talk with friends and neighbors and make sure they know about the budget proposition. There has been no increase in taxpayer support for about four years, even as costs have risen, and local government support has decreased.

There will be a vacancy on the Board in January; members are encouraged to share candidates. Highlighted need for someone with fundraising or financial background. Secretary, president, and treasurer roles will need to be filled.

New Business: Collin reviewed the policies required for minimum compliance, which were updated by Policy Committee:

- **Open Meetings:** The policy follows New York State law. Draft will be updated to include committee/subcommittee meetings under open meeting requirements.
- **Patron Code of Conduct:** Many updates came from Grace's recommendations to make the Library more welcoming. The policy now defines consequences that are reasonable and progressive, as well as reporting and appeals procedures, as required by New York state.
- **Confidentiality of Records:** This is based on the OWWL policy and ALA model policies.
- **Computer and Internet Use:** This policy is largely defined by federal law (CIPA) protecting minors from harmful content.

Jodi moves to adopt revised policies, Saragrace seconds. Passed unanimously.

The Board adopted the following resolution to notify OWWL of the policy updates:

> *Cheryl MacPherson moves to affirm that the Avon Free Library Board of Trustees finds the library in full compliance with the New York State Minimum Standards for Public and Association Libraries, as outlined in Commissioner's Regulation §90.2, and directs Grace Frenzel to email the Executive Director of the OWWL Library System a link to the Board meeting minutes once posted to the Library's website, within two weeks of the meeting, in accordance with the New York State Open Meetings Law. Collin Hayes seconds and the motion passes with 10 votes in favor and none opposed.*

Adjournment at 7:38 p.m.
Next Meeting: November 30, 2026
Recorded and submitted by Collin Hayes, Acting Secretary