

**Avon Free Library
Board of Trustees Meeting
27 February 2023**

Present: Cindy Zhe, Helen Zamboni, Joe Cope, Maureen Wheeler, Becky Stewart, Tom Bartolini, Jodi DeCarlo, Jaime Lovullo, Josh Tonra, Grace Frenzel

Absent: Saragrace Friday, Jan Cole, Tim Batzel (Village Board Liaison), Paul Drozdziel (Town Board Liaison)

Called to order at 6:33 pm

Public Comment:

None.

Minutes:

Approval of the minutes from the 30 January 2023 board meeting was moved by Helen, seconded by Tom, and passed unanimously.

Friends' Group Report:

Maureen reported that the Friends' Group is continuing to look at options for book storage. Their next meeting will be held March 2 in the library.

Treasurer's Report:

Jaime reviewed the transaction list, budget report and balance sheet for January. Approval of the balance sheet was moved by Cindy, seconded by Helen, and passed unanimously. Approval of 8 vouchers from January was moved by Josh, seconded by Joe, and passed unanimously.

Director's Report:

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

- Update on onboarding with Rebecca and the library staff and the upcoming OWLL orientation.
- Plans to participate in a Fostering LGBTQ+ Inclusive Libraries training program (in hybrid format).
- The library received the pad and tampon dispenser as part of the Aunt Flow grant through OWWL; it will be installed by the end of the week.
- The generator needs a new battery; Grace is connecting with Commercial Power Systems about installation.

- The budget petition has been completed and received enough signatures to proceed.
- A substitute clerk is being promoted to full-time clerk.
- The library has received the \$20,000 reimbursement from the Village of Avon for LaBella's work on the backyard project.
- The library will be participating in the Avon St. Patrick's Day Parade on Saturday, March 18 at 3pm.
- Updates on programming and workshops.
- Updates on donations and memorials.
- Updates on circulation, wifi sessions, and door counts.

Committee Reports:

- Facilities:
 - Helen reported that we are waiting for updated pricing information for the front entry project. We are expecting some adjustments based on increased supply costs.
- Finance:
 - Jaime discussed several bookkeeping items to be sorted out during Grace's transition into the director position.
- Fundraising:
 - Maureen reported that the committee will be focusing on the forthcoming capital campaign, with the campaign timed to begin after the front entrance project is complete.
 - The committee is exploring an intensive and ongoing communications plan to keep the community informed about events at the library.
 - Colleen will offer a full tour of the library for board members at 6pm before the next board meeting.
- Long-Range Planning:
 - The committee will begin meeting with the OWWL cohort later this month.
- Personnel:
 - No report.
- Policy:
 - No report.

Old Business

None

New Business

- Budget Amendment
 - Jaime presented several proposed changes to the budget
 - Creating separate line items for the Tommonds Fund and materials. This is a pass-through expense and will not change the overall budget figures.
 - Raising the materials budget from 25,000 to 30,000. This returns to pre-pandemic levels and will result in \$5,000 in increased expenses
 - Separating line item expenses for workers' compensation and property insurance through Utica National.
 - Motion to amend the budget as noted above was made by Helen, seconded by Tom, and passed unanimously.
 - Maureen discussed the status of the Village on the Green pilot agreement.

- School Budget Petition
 - Maureen reported on the planned request an increase of \$22,700 (to a total of \$143,800) as part of the school budget in vote May. This increase is intended to cover state-mandated increases in the minimum wage, increases in the library's regular operating expenses, and to begin building a capital reserve for the roof replacement and accessibility improvements.
 - Maureen will reach out to community groups to arrange presentations on the budget proposal.

Adjournment at 7:18 pm was moved by Josh, seconded by Helen , and passed unanimously.

The next meeting is scheduled for Monday, 27 March 2023 at 6:30 pm.

Respectfully submitted,
Joe Cope
Secretary