

Avon Free Library
Board of Trustees Meeting
January 28, 2019 | 6:50 PM

Present: Chris Ryan, Josh Tonra, Joe Cope, Cindy Zhe, Brenda McKeown, Maureen Wheeler, Rebecca Budinger- Mulhearn, Amy Peri

Absent: Peggy Tirrell

Call to order: 6:50 PM

Public Comment: There was no public comment.

Election of Officers: A slate of officers for 2019 was presented to the board:

President—Maureen Wheeler

Vice-President—Cynthia (Cindy) Zhe

Treasurer—Brenda McKeown

Secretary—Peggy Tirrell

Chris made a motion to elect the slate as listed above. Joe seconded the motion, which was passed unanimously.

Maureen Wheeler proceeded to conduct her first meeting as President.

Minutes: The minutes of the November 26, 2018 meeting were reviewed.

Chris moved to accept the minutes. Brenda seconded the motion. Motion passed unanimously

The minutes of the December 17, 2018 meeting were reviewed.

Brenda moved to accept the minutes. Chris seconded the motion. Motion passed unanimously.

Communication and Reports

Friends Report: Amy reported that The Friends will have a booth on March 16, 2019 in the Avon Fire Hall for the *Lift Up Livingston Event & Parade*. Further details will be forthcoming.

Treasurer's Report:

Brenda reported that we received \$3000 in income from the Town of Avon. The only thing that has not been completely paid from the renovation project is the purchase of phones. . There is no income statement as yet for the month of January.

Brenda presented 10 vouchers for payment.

A motion was made by Chris to approve the presented vouchers for payment.

Seconded by Joe, all in favor, carried.

Directors Report: Rebecca submitted a written report reviewing the highlights of the past month for the board. Both the Leighton Trust and the Barber Trust are being terminated by the bank We will be receiving a lump sum of each after paperwork and court approval is completed.

The staff has begun a self-evaluation and goal setting process. Rebecca is meeting with Hurricane Technologies to get a quote on new digital phones. The Annual Appeal letter to local businesses has brought in \$1425.00 to date. Paul Drozdziel is working with Rebecca with DASNY to provide needed information from JP Carpentry for the SAM grant.

Committee Reports:

- **Finance**—Maureen and Chris have had a meeting with Tom Freeman, Mayor of Avon, regarding our request for funding from the village. We are looking to increase the amount we wish them to contribute by \$1000.00, from \$48,000 to \$49,000. The Mayor requested that we write a letter regarding this request including various statistics showing how the people of the village use the library, (i.e. How many have library cards, how many visit, etc.) Rebecca will gather this information. The village will also appoint a member of their board to be a liaison to the AFL, to gain a closer understanding of our needs. As of this time, no liaison has been appointed to this position.
- **Policy**—Joe reported on the work of this committee which met on January 17. They worked on the Bulletin Board Policy which also has a section regarding posting on social media. *Josh moved that we accept this new policy. Brenda seconded the motion. All were in favor. The motion passed.* Joe suggested that the committee work on reviewing the By-Laws of the AFL this year. All present were in agreement with this idea.
- **Facilities**—No report.
- **Personnel**—No report.

Old Business

Maureen is working on gathering the needed paperwork to dissolve the Leighton Trust and the Barber Trust. Both trusts are not large enough for the banks in question to manage economically.

Brenda made a motion to make a Corporate Resolution authorizing the termination of the Aaron Barber Trust. Josh seconded the motion. All were in favor and the motion passed.

Chris made a motion to accept the bank's recommendation to dissolve the Leighton Trust and to give the AFL the proceeds of this trust. Josh seconded the motion, which was passed unanimously.

New Business

- A. Conflict of interest and Whistle Blower Policies were distributed to the trustees present and subsequently signed.
- B. Regular Payments for 2019
The following recurring payments were put before the board for approval:
 - Guardian Life Insurance—Quarterly payments'
 - Cleaning Contract (\$85 per week)--paid Monthly
 - Lawn/Snow Contract—paid Quarterly
 - Payroll and accounting fee (\$51 per pay period)--auto deducted from checking account every 2 weeks on Friday
 - Security Monitoring (\$96 per quarter)--paid Quarterly

UTILITIES

- Shanks (garbage)--paid annually
- Frontier (phone)--paid monthly
- R G & E (gas)--autopay monthly
- National Grid (electric)--autopay monthly
- Village of Avon (water/sewer)--paid Quarterly

Cindy made a motion to approve the above recurring payments. Joe seconded. All approved. Motion passed.

C. Committee Assignments were chosen for the 2019 year.

Policy Committee—Joe Cope:Chair--Cindy Zhe and Peggy Tirell

Finance Committee—Christine Ryan:Chair--Brenda McKeown and Maureen Wheeler

Facilities Committee—Christine Ryan:Chair--Josh Tonra

Personnel Committee—Maureen Wheeler:Chair--Cindy Zhe

D. Remarks

- Chris attended the Ribbon Cutting Ceremony at the St. Agnes School Library & Technology Center on Friday January 18. Our old shelving looks great in their space. It is nice to see it used in the Avon Community.
- PLS Trustees are invited to a Happy Hour on Thursday, February 7, 2019 at OSB Ciderworks 5901 Big Tree Road Lakeville, NY 14480 from 5-7PM
- Chris and Rebecca attended the FLX Digital Inclusion Meeting today, January 28th. Over 100 people from libraries as well as county governments and social service agencies met to discuss the need of high speed broadband for all people.

Adjournment

Chris moved to adjourn the meeting at 7:45 PM. Joe seconded the motion. All agreed and the motion passed. Next meeting will be on Monday February 25, 2019 at 6:30 PM

Respectfully submitted,

Cynthia R. Zhe