

**Avon Free Library**  
**Board of Trustees Meeting**  
**January 27, 2020 | 6:40 PM**

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

Absent: Peggy Tirrell

**Call to order:** 6:40 PM

Public Comment: There was no public comment.

Election of Officers: A slate of officers for 2020 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.

Minutes: The minutes of the November 25, 2019 meeting were reviewed.

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

The minutes of the December 30 2019 meeting were reviewed.

Maureen moved to accept the minutes. Josh seconded the motion. Motion passed unanimously.

### **Communication and Reports**

Friends Report: Amy reported that *The Friends* have paid for purchasing a 4'X6' white board/easel combination to be used in the large meeting room. Rebecca has ordered it and expects delivery very soon. The group is still looking to secure a secretary. The group has been discussing unique ways to raise money. One idea is to have a “Puzzle Contest” where teams would compete to see who could complete similar puzzles first. More thought is being put towards this idea.

Facilities Report: Rebecca and Paul discussed the need to have service maintenance agreements for our newly installed security, fire, and camera systems. Paul has obtained a quote from TSG, but is also getting another quote from West Fire. He hopes to have the information by the end of the week, so a decision can be made on which vendor to employ. Commercial Power Systems installed the generator. They have given Paul a proposal for a 3-year maintenance contract on this equipment. Paul noted that there are a couple of repairs that need to be addressed in front of the library. This concerns light poles and masonry repairs to the steps. A big thank you was given to Paul for continuing to help Rebecca and the Board with facilities issues.

Treasurer's Report: Brenda presented 9 vouchers for payment.

A motion was made by Chris to approve the presented vouchers for payment. Seconded by Josh, all in favor, carried.

Brenda presented the transaction and balance sheets reports for approval. Josh made a motion to accept these reports. Chris seconded the motion which was passed unanimously.

Directors Report: Rebecca submitted a written report reviewing the highlights of the past month for the board. Some of the highlights are: She attended several meetings and anticipates attending about 7 more between now and the end of February. The staff is being updated on several topics including the 2020 Census, 2020 Tax Forms, Livingston County Libraries Tech grants, Fine Free Kids materials, customer service vs patron privacy, and more. The LCLDA submitted a project to the Livingston County Census Committee for money for each library to support extra hours for Census 202 help. We are hoping to receive funds from that request. The door counters total for the 2019 year recorded 36,553 visits to the AFL. Since the counters were not installed until the second week of January 2019, this number is actually lower than the true number of visits.

### Committee Reports:

**Finance**—Chris, Rebecca, and Brenda met with Rob Hayes in regards to setting up a “Simple IRA” to offer our full time staff, which at this date includes 3 people. This IRA will be very easy to administer for us, and have a minimal set up cost per staff member. It will have a 3% match for us to pay to the staff members contributions. This would be through *American Funds*. Rob would meet individually with each full time staff member to explain the IRA to them. After discussion Chris made a motion to have Rob Hayes set up the “Simple IRA” for our full time employees. Joe seconded this motion which was carried unanimously.

Rob Hayes also suggested offering AFLAC to our organization. This would come at no cost to us, and involve minimal payment on the part of our employees. He would hold an informational meeting for anyone interested in this program. He is also going to look into a Life Insurance option for those interested.

There has been a petition at the front desk gathering names in support of putting a resolution on the Avon Central School's budget ballot to obtain funds for the library. It has more than the needed 25 signatures, and will be given to the school this week.

Brenda has submitted the Tax Cap Report to NY State.

**Policy**—Joe and Rebecca reported that there was a request from a political candidate to use the AFL for disseminating their information. Per our policy, it was denied. However, he has asked Ron Kirsop to review this policy to see if we should tighten the language.

**Personnel**—No report at this time. However, we need to review our Personnel Policy, since we are offering the IRA to full time employees, we need to clearly define who is eligible to be called a full time employee.

### **New Business**

A. Regular Payments for 2020 were put forth for review.

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

~Utica National Insurance and Workers Comp—auto pay on the 15<sup>th</sup> of each month

~Payroll and accounting fee (\$53 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

Chris made a motion to approve the above recurring payments. Josh 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, Jessica Soucy and Maureen Wheeler

Facilities Committee—Christine Ryan: Chair--Josh Tonra

Personnel Committee—Maureen Wheeler: Chair--Cindy Zhe

D. A motion was made by Chris to allow the Finance Committee to select a vendor for the service contract for fire, security, and cameras when the estimates are received. Joe seconded the motion which was approved by all. Motion passed.

#### **Adjournment**

Josh moved to adjourn the meeting at 8:12 PM. Joe seconded the motion. All agreed and the motion passed. Next meeting will be on Monday February 24, 2020 at 6:30 PM.

Respectfully submitted,

Cynthia R. Zhe

**Approved by the Board of Trustees on February 20, 2020.**