

Avon Free Library  
Board of Trustees Meeting  
May 26, 2020 6:30 PM Via Go To Meeting

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

Absent: Tim Batzel (Village Board Liaison), Paul Drozdziel (Town Board Liaison)

Maureen Wheeler called the meeting to order at 6:30 pm.

**Public Comment:** None

**Minutes:**

- Cindy moved to approve the minutes from the February 20, 2020 meeting. Chris seconded the motion which carried.
- Brenda moved to approve the minutes from the April 27, 2020 meeting. Josh seconded the motion which carried.
- Peggy moved to approve the minutes from the May 20, 2020 special meeting. Chris seconded the motion which carried.

**Friends Group:** Amy reported that the group has only met once since the library closing. Things are on hold awaiting news about the status of the Corn Festival.

**Treasurer's Report:** Brenda reported that the PPE money was received in record time. Chris moved to approve the Budget Report and Balance sheet. Cindy seconded the motion that passed unanimously. Josh moved to approve payment of 4 invoices. Cindy seconded the motion, which carried.

**Director's Report:** Rebecca submitted a written report. The cost of service for the new HVAC unit was included in the construction grant so we don't need to pay for a contract for the next 2 years. Therefore, there was no charge for the completion of installation on the new AC units. Fire alarm testing has been performed. Rebecca is looking into the use of Plexiglas for the checkout desk. Livingston County is assisting libraries with PPE; gloves, disposable masks and hand sanitizer.

**Committee Reports:**

Policy: none

Facilities: included in the Director's Report

Finance: With receipt of the PPE funding, AFL will need to submit the paperwork for forgiveness by July 10,2020. A reminder that the school vote will be June 9, 2020 as a paper vote. The ballots must be received by June 9<sup>th</sup>.

Personnel: no report

**Old Business:** none

**New Business:**

Rebecca presented a Reopening plan, Working Remotely Policy, Personal Protective Equipment Policy, Employee Health Screening Policy and Contact Tracing Policy which she had sent out to the board in advance for review. PLS had provided templates making the process considerably easier. Peggy moved to approve the four policies with Josh seconding the motion which carried.

Chris moved to adjourn the meeting with Joe seconding the motion. Motion carried.

**Next meeting is scheduled for June 29, 2020 at 6:30pm. This meeting will likely be on Go To Meeting.**

Respectfully submitted,

***Peggy A. Tirrell***