

**AVON FREE LIBRARY**  
**BOARD OF TRUSTEES MEETING November 24, 2025 | 6:30pm**

**Present:** Grace Frenzel, Dave Stafford, Helen Zamboni, Josh Tonra, Kevin Patrick, Collin Hayes, Ryan Spall, Cheryl MacPherson, Becky Stewart

**Absent:** Jodi DeCarlo, Saragrace Friday

**Guests:**

**Call to Order at 6:31 pm**

**Public Comment:**

**Minutes of November:**

Correction on the spelling of “Tenreiro.” Ryan moves, Kevin seconds. Unanimously passed.

**Treasurer’s Report** (Dave): Finance committee met and developed 2026 budget, which incorporates new line for appropriation through budget ballot initiative. Interest income calculations more refined. Gifts and donations less conservative than it has been in recent years based on increased donations. Increased amounts for lawn and snow removal based on contracting with Brice. Maintenance flat for this year. Same for operations, travel and meetings. Utilities line is increased in light of greater expenses for utilities. Nothing budgeted for renovations as that is still to be determined. Regarding labor, employee pay increases of between 3.53 and 3.91%; Grace salary increased by 4.92%, 1 additional day of annual leave, and \$5,000 to be paid this year (only).

- \$5,000 bonus for Grace. Becky moves, Cheryl seconds. Unanimously passed.
- 2026 Budget of \$335,321. Cheryl moves, Ryan seconds. Unanimously passed.

Next library appropriations ask, would be done when the town has its normal elections, which is now scheduled for 2026. In fairness to the Town, could be tough to ask for an increase right away. However, using a 5% inflation projection, we could be looking at a \$50K shortfall by 2028. Library has not asked for increases and we have not sought an increase through the school budget vote since 2023. Something to keep in mind for 2026 and budget year 2027.

Normal transactions, other than receipt of \$170K from school tax levy received at the end of October. Cash reserve amounts on balance sheet will allow for allocation to backyard project (need firm numbers from Labella).

Thirteen invoices presented for payment. Cheryl moves, Ryan seconds. Unanimously passed.

**Friends' Report** (Ryan): Basket raffle coming up, will be starting on December 1, 2025 ends on December 12, 2025. Discount for Friends members. Friends will be next to the library booth at the Opera Block for the Holiday Spectacular. Looking into grant opportunities for storage and organization for book sale. Also interested in possible storage options related to the backyard and elevator projects.

**Director's Report** (Grace):

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

- Grace attended the LivCo Special Education and Disability Resource Fair.
- Grace, Becky, and Paul had positive meeting with Labella. Adjustments being made to site plan to accommodate future elevator project. Contractor (Milestone Construction Partners) are still interested in doing the project, and Grace and Paul will be meeting with them after Thanksgiving. Will be getting updated quotes for the project with the hope of breaking ground in the Spring.
- Lighting repair and retrofitting will be done before the end of the year. HVAC and fire inspections compete. Gutter cleaning upcoming. Downstairs toilet is broken and may have led to an increase in Village water bill.
- Tax levy will be added to the tax roll as a separate line item.
- Staff meeting coming up with evaluations to follow.
- Another sizable donation, this time from Chris Ryan.
- The Librarians movie event and panel discussion went really well.
- Holiday Spectacular upcoming and partnering with Finger Lakes VA for a Food Drive to Combat Veteran Hunger in December and January.

**Committee Reports:**

- **Facilities** (Helen): nothing to report that was not already covered above.
- **Finance** (Dave): nothing to report that was not already covered above.
- **Fundraising** (Becky): nothing to report until we can get numbers for the project.
- **Personnel** (Cheryl): personnel meeting will be set soon.
- **Policy** (Josh): nothing to report. Possibly going to revisit the Book Challenge policy to determine whether challenges are limited to service area.

**Old Business:**

- None.

**New Business:**

- Library Intern Policy – new program will be starting in January, but we do not have an intern policy in place.

- With no Board meeting in December, may need to authorize Policy Committee to approve a Library Intern Policy and the Finance Committee to approve transactions. Josh moves, Dave seconds. Unanimously passed.
- All Board of Trustee members need to have updated annual Sexual Harassment Training. Also annual trustee trainings. Add them to Google docs when complete.
- Still one opening on the Board; one upcoming opening with the end of Dave's term. Two candidates have expressed interest. Beginning to work on succession planning for Dave as Treasurer, Helen as President, Josh as Secretary, as well as committee assignments. We will be talking about this more at the annual meeting in January.
- Library Holidays. Kevin moves, Cheryl seconds. Unanimously passed.
- Board of Trustee meetings dates.

**Adjournment: 7:40 p.m.**

**Next Meeting: January 26, 2026**

Respectfully Submitted,  
Joshua Tonra  
Secretary