**AFTON FREE LIBRARY**

**Board of Trustees Meeting**

**4/18/2023**

**PRESENT:**

Trustees: Andrews, Caldiero, Granger, McGraw, Ouimet

Staff: Arnold, Aumann, Bogart, Caldiero, Burdette

Visitors:

**FINANCIALS:**

* Review and approve financial reports for March - L. Granger motioned to approve the reports as written, D. Ouimet seconded, motion passed.
  + Discussion regarding amount to leave between savings and checking ($71,000); then there would be approximately $61,000 in CD
  + Question on Income/Expense Report – What are the numbers between?
* Report on ERTC – Linda will follow up with Bob to be sure that Christine gets a phone call

**MINUTES:**

* Placed on file

J. Aumann is working on barcoding circuit collections and the website; she will be working more when school ends in June

**LIBRARIAN’S REPORTS:**

Ramona – placed on file

* FCLS Road Trip training dates – We are on the map to participate
  + L. Granger motioned to replace computer #1, D. Ouimet seconded, motion passed
  + Ebook and audio order (there has been a 3 month lapse), Ramona will follow up with Four County
  + Book Challenge handout – Ramona, could you possibly locate from the webinar?

Michelle – placed on file

* Resume for a substitute, C. Woodford, will be kept on file as there isn’t a position at this time
* Nicki, send email to Michele to contact Dr. Mukhlis regarding July Summer Reading Program
* Linda suggested Danielle Swart for a possible August program, currently full so it was suggested we consider her for a later time

**NEW BUSINESS:**

**Approve Sexual Harassment Policy** – D. Ouimet motioned to accept policy a**s** written, N. Andrews seconded, motion passed

**Possible program – International Literacy Day Sept 8**

**Library Day – April 6, 2024**

**Records Retention Policy –** Ramona is to check if FCLS has a records retention policy

**OLD BUSINESS:**

Annual Report filed- yes

Policy Binder– one for each person including policy and procedures as well as contact information; can efile policies and procedures, insurance, personnel, minutes, reports

* Policy and procedure from minutes which will be dated with when approved from W. Caldiero sent to Ramona (with date of adoption) for both efile and printing for next meeting (efile will be saved on computer and whatever backup system is approved)

Leslie is to research online backup

**ADJOURNED: 6:52 pm NEXT MEETING: May 16 , 5:30**