

**AFTON FREE LIBRARY**  
**Board Meeting, July 18, 2023**

**PRESENT:** N. Andrews, W. Caldiero, L. Granger, L. McGraw, D. A. Ouimet. Staff: M. Arnold, R. Bogart. Excused: C. Burdette, N. Caldiero.

The meeting was called to order by President Leslie McGraw at 5:32.

**FINANCIAL REPORT:** The Financial Reports were submitted by Christine via e-mail. The Board reviewed the reports for May and June. The checking account balance on 5/31/2023 was \$9,222.66 and the savings account balance on 5/31/2023 was \$40,341.18, and the CD balance on 5/31/2023 was \$145,733.00 for a total of \$198,938.24. The checking account balance on 6/30/2023 was \$13,699.67 and the savings account balance on 6/30/2023 was \$40,355.98, and the CD balance on 6/30/2023 was \$166,903.26 for a total of \$224,600.76. \$25,003.55 was withdrawn from the Charles Schwaab Fund and used to purchase a 4.25% CD at NBT. The board reviewed the invoices #154-162 for May (\$8,669.57) and #163-177 for June (\$7,540.28). We reviewed the Budget Reports. A correction was made on the June 30<sup>th</sup> Budget Report: \$69,000.00 that had been transferred within bank accounts was incorrectly listed as an Expense. The Financial Report was placed on file for review.

**MINUTES** of May 16,2023 were presented and accepted as written.

**LIBRARIAN'S REPORT:**

- Ramona reported that the use of the Maker's Space has increased since school let out for the summer.
- Several patrons have been in as part of the 4CLS Road Trip program.
- Shelly's evaluation has been completed.
- The price of a new patron computer purchased through 4CLS would be \$1145.00. The Board voted to purchase it though them.
- Ramona received the Record Retention Requirements from Steve Bachman. She will make a copy of these to attach to these minutes.
- The full Librarian's Report including statistics for May and June 2023 is attached.

**MICHELLE'S REPORT:**

- Michelle reported on the programs from May and June and on upcoming programs in July and August.
- She reported on the plans for the Summer Reading Program schedule.
- She reported on plans for the Annual Book Sale to be held 19<sup>th</sup> & 20<sup>th</sup> with set up on Aug. 17<sup>th</sup>.
- Michelle's full report is attached.

Ramona and Michelle reported on their visit to the school. They visited eight different classes on June 12<sup>th</sup>. It went well and the response from the students and teachers was good. They plan to meet with the Principal, Dr. Mukhlis in August to discuss a plan for September for students to get library cards and to visit the library.

**OLD BUSINESS:**

- Unfortunately, Andre will be leaving the Board. Anna Haynes is interested in becoming a member of the Board. Leslie will follow up with her.
- Leslie investigated the backup service recommended by 4CLS -- the cost would be \$6.00/month per computer. The Board discussed this and decided that the library staff computers should be backed up by the 4CLS system. We --discussed which -- files we should back up: 1. Policy and Procedures File – current and archived -- yes , 2. Meeting minutes -- yes, 3. Financial -- we will discuss with Christine, 4. Digital copy of the Charter – yes, 5. Foundational documents – yes.
- It was suggested that we make a calendar of important library days that would be good for programs - e. g., International Literacy Day, Library Card Day, etc.

**NEW BUSINESS:**

- Filing of Policies– The Board voted to keep a copy of the old version in a separate section from the revised version of the policy. of the Policy File. The Patron Conduct Policy will be printed, laminated, and displayed prominently at the circulation desk.
- The board voted unanimously to approve two policies: Pay at Separation and Meeting Room Policy – both attached.
- We discussed the draft of the Unattended Child Policy. We will discuss this again at the Sept. meeting.
- Nicki has some suggestions for the shelving in the workroom. We will look at them and discuss them at the next meeting.
- For the Sept. Meeting we will review the By Laws and Mission Statement.

**ADJOURNED:** 7:00      **NEXT MTG:** Sept.6, 2023, at 5:30

Respectfully submitted,

Wendy Caldiero, Sec'y