

AFTON FREE LIBRARY
Board Meeting, October 18, 2023

PRESENT: N. Andrews, W. Caldiero, L. Granger, L. McGraw. Staff: M. Arnold, N. Caldiero. Excused: A. Haynes, R. Bogart, C. Burdette. Visitors: Fred Arnold.

The meeting was called to order by President Leslie McGraw at 5:45.

FINANCIAL REPORT: There was no Financial Report this month. Christine will submit the report at the November meeting.

MINUTES of July 18,2023 were accepted as presented.

LIBRARIAN'S REPORT:

- There was no Librarian's Report this month.

MICHELLE'S REPORT:

- Michelle reported on the programs for youth and for adults that she did during the month and is planning to do in November.
- Michelle will be visiting the school on October 23rd and meeting with the 3rd, 4th, and 5th grade classes.
- Michelle reported that Cassie Woodford started work on Oct. 2nd. She is in training and is doing well.
- Michelle is helping to organize the workroom.
- Michelle's full report is attached.

OLD BUSINESS:

- Nicki will oversee the setting up and backing up of our files in the 4CLS Digital backup system once it is installed in the library . In the meantime, we will back up the relevant files on a thumb drive.
- Workroom reorganization: Ramona, Michelle, and Joann will begin sorting and weeding out items and Wendy will set up times for her, Linda, and Leslie to help.
- Wendy will write a draft of the Unattended Child Policy and then submit it at a Board Meeting for review.
- We reviewed the revision of the bylaws, and it was moved, seconded, and carried that the amendments be approved dated 10/18/2023.

NEW BUSINESS:

- Scott Poulton from Tri-Town Insurance did not provide the information that we needed. The Board recommended that we investigate other local insurance agencies with the intention of possibly switching our coverage to one of them.
- We reviewed the new fee structure for the Overdrive subscription, and it was moved, seconded, and carried to accept it.
- We discussed changing the day of the week for our meetings to the 3rd Monday of the month. Leslie will check with those who were absent.

- Leslie spoke with Ramona about her retirement date and Ramona said that it will be at the end of February. We discussed the possibility of sharing the Afton and Bainbridge Director positions by one person and agreed to follow up on this. We will meet to discuss the job description, salary, candidates, etc.
- We made changes to our Long-Range Plan which Leslie will write up and which we will vote on at the November meeting.
- Leslie reported on a call she received from NBT regarding our account and having a balance too low to cover a payment we made to the IRS. We will transfer funds to increase the amount in our account and make sure that we always keep enough funds there.
- We will call Charlie to hire him to take away the left-over book sale books.

Adjourned: 7:15 PM

Next Meeting: Nov. 28th at 5:30 PM

Respectfully submitted,

Wendy Caldiero, Secretary