

**AFTON FREE LIBRARY**  
**Board Meeting, Jan. 16, 2024**

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

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

**FINANCIAL REPORT:** The Financial Reports were submitted by Christine. The Board reviewed the reports for November & December. The checking account balance on 11/30/2023 was \$73.97 and the savings account balance on 11/30/2023 was \$40,370.97, and the CD balance on 11/30/23 was \$168,720.21 for a total of checking, savings, and CDs of \$211,661.36. The checking account balance on 12/31/23 was \$54,784.28 and the savings account balance on 12/31/2023 was \$27,881.62, and the CD balance on 12/31/2023 was \$170,226.63 for a total of checking, savings, and CDs of \$262,332.26. \$108.23 remains in the Charles Schwaab Fund and continues to earn interest. The board reviewed the invoices #217-228 for November (\$5,866.12), and #229-236 (\$5,999.75) for December. We reviewed the Financial Report and corrected the October report to show the transfer of funds to checking. We will reinvest the CD that matures on 1/24/24 in two CD's: one for 9 months and one for 12 months at either SFCU or NBT depending on the interest rates offered. Linda will check the rates and select the best. We reviewed the review of the 2022 financial reports done by Eva Norris. Christine has made all the changes that were suggested. Christing reported that we must file with the IRS online. She will check on two possible accountants in Greene to do this. The approval of the end of year 2023 budget was tabled until the next meeting. The Financial Report was tabled for review at the next meeting. On Christine's recommendation the Board discussed subscribing to Quick Book software to do our financial reports. A subscription would cost \$30.00/month. Nicki moved that we subscribe, and Anna seconded the motion which was carried unanimously.

**MINUTES** of November 28, 2023, were accepted as corrected (Linda, not Nicki re-invested the CD).

**LIBRARIAN'S REPORT:**

- The full Librarian's Report is attached.

**MICHELLE'S REPORT:**

- Michelle's full report is attached.

**OLD BUSINESS:**

- The discussion on the Unattended Child Policy was tabled.

**NEW BUSINESS:**

- We will review our Long-Term Plan at the next board meeting.
- Leslie presented the letter from Nick giving the date of his retirement from the position of Director as February 29, 2024.
- A motion was made to approve the Library Director Job Description. It was seconded and carried.
- Leslie updated the Employee Benefits Policy and the Board approved it.
- Steve Bachman clarified that if our library puts additional funds towards materials in overdrive, we will have priority in receiving the items. Discussion was tabled until the next meeting.

**ADJOURNED:** 8:00      **NEXT MTG:** Feb. 20, 2024, at 5:30

Respectfully submitted,

Wendy Caldiero, Sec'y