

AFTON FREE LIBRARY
Board of Trustees Meeting Agenda
10:00 June 11, 2025

Present:

Trustees: N. Andrews, B. Briggs, W. Caldiero, L. Granger, L. McGraw

Staff: Linda D.

Visitors:

Executive Session:

Open Session:

Public Expression of Interest:

Minutes:

May 20 – Motion to accept?

Financials:

1. May 2025 – *place on file*

Within folder provided by Linda:

- PL for the **month of May** from VIP
- May payroll statement from VIP, **approved by Linda**
- May NBT bank statement reconciled by _____
- May Community Bank statement reconciled by _____
- May Mail log reconciled to May NBT bank statement
- Updated budget – Linda (using Nickis spreadsheet?)

2. Financial update;

- 2024 990 – VIP – received info?
- Charles Schwab account – open until 2024 90 filed

3. NY Council on NonProfits, www.nycon.org worth while?

Director's Report:

1. Written *Petty Cash* procedure

Committee Reports:

1. Volunteers for Internet Policies? Day/hour
2. Volunteers for Financial Policy/Procedures

New Business:

1. Book fair
2. Meeting day change?

Old Business:

1. Need copies of all new job descriptions & evaluations
2. Director evaluation status
3. ACH block
4. Website update needed
5. webinar: confidentiality/ copyright
6. April 24, 5:00, Intro ICR Community Partnership Committee – Who attended?
7. Shredder purchased?
8. Cash receipt book purchased?

next meeting: *10:00, July 15, 2025*

Adjourned:

Betty, did I give you these two documents?

N EFTPS enrollment

NYSDTF – register to check activity?