

**Avon Free Library
Board of Trustees Meeting
30 September 2024**

Present: Helen Zamboni, Joe Cope, Dave Stafford, Jodi DeCarlo, Maureen Wheeler, Grace Frenzel, Jan Cole, Saragrace Friday

Absent: Josh Tonra, Becky Stewart, Cheryl MacPherson

Guests: None

Called to order at 6:31 pm.

Public Comment

None.

Minutes of 29 July 2024

Approval of the minutes of the 29 July 2024 meeting was moved by Jan, seconded by Maureen, and passed unanimously.

Friends' Group Report

Grace reported on behalf of the Friends' Group, including profits from the annual book sale and an upcoming event honoring volunteers. The Friends' Group will also be holding a book distribution during the Holiday Spectacular.

Treasurer's Report

Dave reviewed the financial report consisting of the transaction list, the balance sheet for August and September 2024, and 8 vouchers. Approval of the financial report was moved by Joe, seconded by Jodi, and passed unanimously.

Director's Report

Grace presented the monthly director's report. Items of note included:

- Update on the Employee Retention Tax Credit.
- Staff training and professional development.
- Upcoming events and library programming.
- Updates on library programs and workshops.
- Updates on fundraisers, donations, memorials, and grants.
- Updates on circulation, wifi sessions, and door counts.

Committee Reports

Facilities (Helen)

- Helen and Grace reported on the status of the roof project funding.

Finance (Dave)

- No report.

Fundraising (Becky)

- No report.

Personnel (Josh)

- No report.

Policy (Joe)

- New Policy: Trustee Education Policy
- Revised Policy: Conflict of Interest Policy
- Revised Policy: Computer, Laptop, and Internet Usage Policy
- Moved by Joe, seconded by Dave, passed unanimously.
- Forthcoming:
 - New Policy: Emergency and Disaster Response
 - New Policy: Code of Ethics
 - New Policy: Operating Reserve
 - Revised Policy: Financial Management Policy
 - Additional policy updates from Grace

Old Business**New Business****October Meeting Day and Time**

- Grace will be circulating options for moving the October meeting to to avoid a conflict with library programming.

Candidates for Board Members

- Helen updated on Board membership for 2025. The Board will have one vacancy due to a resignation and one vacancy due to a member cycling off.
- Helen reported that the Board will be advertising for two openings in the next newsletter.

Adjournment

A motion to adjourn at 7:14 pm was made by Jodi, seconded by Maureen, and passed unanimously.

Next Meeting: 28 October at 6:30pm