

**Avon Free Library
Board of Trustees Meeting
25 November 2024**

Present: Helen Zamboni, Joe Cope, Dave Stafford, Jodi DeCarlo, Maureen Wheeler, Grace Frenzel, Jan Cole, Josh Tonra, Ryan Spall, Cheryl MacPherson

Absent: Becky Stewart, Saragrace Friday

Guests: None

Called to order at 7:00 pm.

Public Comment

None.

Minutes of 21 October 2024

Approval of the minutes of the 21 October 2024 meeting was moved by Jodi, seconded by Cheryl, and passed unanimously.

Friends' Group Report

Ryan reported that preparation for Holiday Spectacular is currently the Friends' Group main focus and they are exploring other future fundraiser opportunities.

Treasurer's Report

Dave reviewed the financial report consisting of the transaction list, the balance sheet for November 2024, and 9 vouchers. Approval of the financial report was moved by Cheryl, seconded by Josh, and passed unanimously.

Director's Report

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

- Information on seasonal facilities maintenance.
- Updates on the payroll vendor contract.

- Staffing updates.
- Updates on 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)

- No report.

Finance (Dave)

- 2025 Budget
 - Dave presented and explained the proposed budget for 2025.
 - The Board entered Executive Session at 7:19pm.
 - The Board exited the Executive Session at 7:21pm; no action was taken.
 - Adoption of the budget was moved by Josh, seconded by Cheryl, and passed unanimously.
- Operating Reserve Policy
 - On behalf of the Finance and Policy Committees, Jodi presented and explained the proposed Operating Reserve Policy.
 - Adoption of the policy was moved by Jodi, seconded by Dave, and passed unanimously.

Fundraising (Becky)

- No report.

Personnel (Josh)

- Grace discussed plans to hire a new temp clerk. A motion to proceed with the hire was made by Dave, seconded by Jodi, and passed unanimously.

Policy (Joe)

- Joe reviewed and discussed one new and one revised policy:

- Policy on Policies (new policy)
- Children & Vulnerable Adult Safety Policy (revised policy)
- On behalf of the Policy Committee, a motion to adopt the new Policy on Policies and to revise the Children and Vulnerable Adult Safety Policy was made by Joe, seconded by Josh, and passed unanimously.

Old Business

None.

New Business

Sexual Harassment Training

- Helen reminded the Board that sexual harassment training is required annually for all Board members.

Board Opening(s), Committee Assignments, and Officers

- Helen and Grace discussed the upcoming opening on the Board due to the expiration of Maureen Wheeler's term. A call for interest has been published on the library website and in the newsletter.
- Helen distributed a survey for Board members to indicate committee preferences and interest in serving as board officers or committee chairs.
- A nominating committee has been convened and will meet on December 12 to discuss applicants for the open position, committee assignments, and officers.

2025 Proposed Board Meeting Dates

- Helen reviewed the proposed Board meeting schedule for 2025:
 - January 27, 2025
 - February 24, 2025
 - March 31, 2025
 - April 28, 2025
 - May 19, 2025
 - June 30, 2025
 - July 28, 2025
 - September 29, 2025
 - October 27, 2025

- November 24, 2025
- December 29, 2025
- Adoption of the meeting calendar was made by Jodi, seconded by Josh, and passed unanimously.

Adjournment

A motion to adjourn at 7:52 pm was made by Jan, seconded by Ryan, and passed unanimously.

Next Meeting: January 27, 2025 at 6:30pm.

Respectfully submitted by Joe Cope, Secretary