

**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)**

- Joe reviewed and discussed one new policy and two revised policies:
  - New Policy: Trustee Education Policy
  - Revised Policy: Conflict of Interest Policy
  - Revised Policy: Computer, Laptop, and Internet Usage Policy
- Approval of the new and revised policies was moved by Joe, seconded by Dave, and passed unanimously.
- Joe noted that additional policy revisions will be forthcoming at the next two meetings. These include:
  - New Policy: Emergency and Disaster Response
  - New Policy: Code of Ethics
  - New Policy: Operating Reserve
  - Revised Policy: Financial Management Policy
  - Revised Policy: Children and Vulnerable Adult Safety Policy

**Old Business**

None.

**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: 21 October at 6:30pm**