

Fenton Free Library Board of Directors Meeting- November 28, 2022- 5:00 PM

Vice President Marge Ouimette called meeting to order at 5 PM

Attendance: Korin Spencer, Director, Marge Ouimette, Melissa Weber, Mary Connors, Jonathan Hussar, Jason Aurelio, Shawn Wolbert, Pat Gleason. Sue Newcomb, John Mastronardi, Brady Begeal, Gretchen Grunder. Absent- Sue Newcomb. Phone- Tom Tiffany

1. Secretary's Report

- a. Approval of October 25, 2022 meeting minutes. Motion: Pat, Second: Mary; Motion carried.

2. Treasurer's Report:

- a. Motion to approve October Financial reports and October debit card transactions. Motion: Brady, Second: Jonathan; Motion Carried
- b. FFL will have a \$60,000 surplus heading into new year but this will have to cover expenses until October 2023. Also received partial refund for sign repair.
- c. NYSEG Utilities for new addition are extremely expensive. Will review and compare bills.
- d. Disability/Workman's Compensation insurance cost may decrease for 2023
- e. Budget Discussion: minimum wage will increase by 7% in 2023. FFL has traditionally increased all employees' salaries by the same amount. Because of new employees replacing higher paid existing employees this year, the increase to the library budget is only 2%.
 - i. Still, nearly all tax revenue will go toward wages and benefits in 2023. Discussed the need to request more than the 2% tax cap increase to keep up with rising costs. Will require a supermajority on the school budget vote.
 - ii. Should request an amount equal to wages and operating costs
 - iii. Motion to request an increase of 25% in Chenango Valley CSD tax receipts for 2023 to cover all operational expenditures of the Fenton Free Library. Motion: Jason, Second: Shawn; Motion Carried

3. Director's Report

- a. **Upcoming and Current Events:**
 - i. Tree Lighting with baskets raffle- Friday, December 9th
 - ii. Cookie Plate Sale- will be the week before Christmas, drop off cookies on Wednesday 12/21.
 - iii. Book Shed officially closed for the year
 - iv. Santa's Toy Shoppe Toy Sale- Thursday and Friday December 1st & 2nd
 - v. Library Tree is up at Roberson Museum's Christmas display
 - vi. Barnes and Noble book gift program- FFL has already received 400 new books
- b. Employee background checks- what areas should be included? Who should be subject to background check? Brady does not believe there is a legal requirement regarding background checks for library employees and will further research the requirements.
- c. Harassment training required in January
- d. Cleaning company- Fired. Were not adequately cleaning bathroom floors, etc. Hired new cleaner who is coming every other Friday for now.

- e. Vacation: Trudy has requested to carry over one of her leftover weeks of vacation to be used in February 2023. Motion to approve, as an exemption of policy, Trudy's carry over of 1 week of vacation to be used by March 1, 2023. Motion: Pat, Second: Jason; Motion Carried

4. Building and Grounds Update:

- a. Railing installed and ramp now open
- b. Lift failed required bi-annual inspection. Failed because alarm did not go off and arm did not open on its own. It is 2 years old and still under warranty for parts, but not labor. Will cost \$250 just to have technician come look at it, in addition to maintenance fees. Will submit quote to the town as the lift is part of the building.
- c. Energy charges- bills for addition are very high and coming bi-monthly, will have furnace and air handler serviced and possibly have NYSEG perform an energy audit.

5. Grant Activities for New and Existing Grants

- a. FFL was awarded the \$11,000 grant for the security update and circulation desk redesign.
- b. Firehouse Subs grant to cover cost of AED was denied. Will now go ahead and purchase AED early next year. The quote received was \$1,711 plus \$50 training fee per participant.

6. New Business:

- a. Board Member Terms: members are allowed two consecutive 3-year terms but can be approved for one additional term at the board's discretion.
 - i. Jason, Pat, and Marge's terms expire at the end of 2022.
 - ii. Pat and Marge have decided to leave the board at the end of their terms
 - iii. Jason is willing to return for a third term. Motion to approve Jason Aurelio for a third consecutive term on the FFL Board of Directors. Motion: Shawn, Second: Pat; Motion Carried.
 - iv. Two new seats to fill. Possible backgrounds to look for: someone involved with Town of Fenton leadership, marketing background, current or retired CV teacher, etc.
- b. Will vote to approve FFL Board officers at December's meeting. Tom and Melissa to remain president and secretary, respectively. Shawn to fill treasurer position. Need someone to fill Vice President.

7. Adjournment-

Next Meetings: Monday, December 19, 2022

Holiday/Volunteer gathering at 4:30 PM

Board meeting at 5 pm

Motion to adjourn: Pat, Second: Marge; Motion Carried. Meeting was adjourned at 6:20 PM.