

## **Fenton Free Library Board of Directors Meeting- July 25, 2023- 5:00 PM**

Tom Tiffany called the meeting to order at 5 PM

**Attendance:** Leslie Weigand, Tom Tiffany, Melissa Weber, Jonathan Hussar, Sue Newcomb, Shawn Wolbert, Mary Connors, Gretchen Grunder, John Mastronardi. Absent: Jason Aurelio, Brady Begeal

### **1. Secretary's Report**

- a. Approval of the meeting minutes of the June 23<sup>rd</sup>, 2023 regular meeting and the July 11<sup>th</sup> special meeting. Motion: Shawn, Second: John; Motion carried.

### **2. Treasurer's Report:**

- a. 5K final profit of \$6,385.62. Was allocated to the general fund.
- b. Motion to approve the June Debit Card Transactions as presented. Motion: Jonathan, Second: Sue; Motion Carried.
- c. Motion to approve June Financial Report as presented. Motion: Jonathan, Second: Sue; Motion Carried.

### **3. Director's Report**

- a. Potential staffing shortage for August due to vacations and medical leaves. Leslie will be trained to run the desk by then and Emily may be able to cover also.
- b. Leslie needs to be added as an authorized user on accounts at Key Bank.
- c. Director's office needs furniture and a locking filing cabinet.

### **4. Grant Activity for New and Existing Programs**

- a. Capital Projects
  - i. Security System upgrades were put on hold while new director was hired. Will now move forward with phasing.
  - ii. Circulation desk redesign- looking for a cabinet maker who also does install. Will get a total of 3 bids.
  - iii. Interior painting- will get bids for painting the Children's area, the circulation desk area, and just the trim in the adult area. Will choose tones that match the color scheme of the addition.
- b. Program Funding
  - i. Senior Wellness- Financially solvent but will have to decide if it goes into the budget in coming years because we will eventually tap out grant resources.
  - ii. Children's Literacy programs- year-to-date expenses are down and Barnyard Buddies suggested donations helped off-set a shortage moving forward.
  - iii. Booked Program- covered with a surplus
- c. Received a \$2,000 grant in additional state funding from a Leah Webb initiative. Will send a handwritten thank you.
- d. United Way Grant Feedback- in need of more specific demographic information of populations served.
- e. Administering a satisfaction survey for senior wellness participants soon
- f. ERC Credit- This is a COVID-era credit that the library is not eligible for because they received a PPP loan that was forgiven. Gretchen has been repeatedly contacted by a company trying to convince her to pursue an ERC credit. To take additional credit would

trigger and audit and the library would owe the money with interest and penalties.  
Gretchen has asked not to be contacted again.

5. Old Business
  - a. FFL/Town of Fenton Agreement- need to create a committee and revisit the agreement.
6. New Business
  - a. Gary Holcomb from Town of Fenton invited the new director (Leslie) to attend a work session and meet the members of the Town of Fenton Board.
  - b. Sue booked the Library for a December 2024 book fair at Barnes and Noble.
  - c. A patron- Jack Demer- recently passed away and asked for donations in lieu of flowers be sent to the library. Many have been received.

7. **Adjournment-**

Next Meetings: Tuesday, September 26<sup>th</sup>, 2023 at 5 PM

Motion to adjourn: Mary, Second: Jonathan; Motion Carried. Meeting was adjourned at 5:52 PM.