

Fenton Free Library Board of Directors Meeting- November 28, 2023- 5:00 PM

Tom Tiffany called the meeting to order at 5:00 PM

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

1. Secretary's Report

- a. Motion to approve the meeting minutes of the October 24, 2023 board meeting.
Motion: Sue, Second: Shawn; Motion Carried

2. Treasurer's Report:

- a. Motion to approve the October debit card transactions and October financial reports as presented. Motion: Jason, Second: Brady; Motion Carried.
- b. Fund Balancing Transfers- Met on November 18th to correct Aplos issue. Balances going forward will now be correct.
 - i. Transferred made from Memorial Fund, Summer Reading Fund, Children's Programing Fund, Barnyard Buddies Fund, and Booked Fund into General Fund in the amount of \$10,647.43
 - ii. Motion to approve general ledger registry transfers as proposed. Motion: Brady, Second: Jason; Motion Carried.
- c. Minimum Wage Increase- caused an increase expense of \$36,000 including a \$10,295 increase in withholdings.
 - i. Withholdings increase should be verified with Paychex as it seems inconsistent with past years.
- d. 2024 Budget
 - i. Continuing all programs, have not budgeted money for new renovation projects this year. Most expenses-except payroll and electronic catalog- remain static.
 1. Motion to approve the 2024 operating budget as presented contingent on verifying payroll withholdings amounts. Motion: Sue, Second: John; Motion Carried.

3. Director's Report

- a. Bake Sale update- grossed about \$800
- b. Harassment training- must be completed by all board members and staff by the end of the year
- c. Cali's pay rate--was not being paid minimum wage and is owed \$151 in back pay.
 - i. Motion to approve payroll adjustment for Cali in the amount of \$151 and pay increase to minimum wage (\$14.20) going forward. Motion: Jason, Second: Sue; Motion Carried.
- d. Toy sale- December 8th & 9th
- e. Cookie plates- orders due by 12/13, pickup is 12/21
- f. Volunteer appreciation gathering- Monday, December 18th at 4:00

4. Building and Grounds Update

- a. Electronic sign- first replacement part purchased did not fit. Have to order a different part. Jax Signs and Daktronics need to coordinate to fix issue.
 - i. Want to avoid taking the shroud off the sign to complete repair

5. Grant Activities for New and Existing Programs

- a. Leslie and Gretchen accepting Tioga Downs grant

6. Old Business

- a. FFL/Town of Fenton Agreement (Lease)- will propose that the town enter into a maintenance agreement with Bryant or other HVAC company to service furnace.

7. New Business

- a. New Board Member positions- committee has met with candidates and recommends their acceptance into the FFL Board.

- i. Mike Mattick- local CPA
- ii. Vanessa Moschak- Local school district administrator
- iii. Motion to approve Mike Mattick and Vanessa Moschak as members of the Fenton Free Library Board of Directors with terms effective January 2024.
Motion: Shawn, Second: John; Motion Carried.

- 1. Should be invited to sit in on December meeting

- b. Slate of Officers-2024

- i. President: Melissa Weber
- ii. Vice President: Jonathan Hussar
- iii. Treasurer: Shawn Wolbert
- iv. Secretary- TBA

8. Adjournment-

Next Meetings: Monday, December 18th- Volunteer reception at 4:00, Meeting at 4:30 PM

Motion to adjourn: John, Second: Jason; Motion Carried. Meeting was adjourned at 6:05 PM.