

Fenton Free Library Board of Trustees Meeting- 23 January 2024

President Melissa Weber called the meeting to order at 5:00 PM.

Attendance: Jason Aurelio, Mary Connors, Gretchen Grunder, Mike Mattick, Sue Newcomb, Melissa Weber, Leslie Weigand, and Shawn Wolbert. Introductions were made to new member Vanessa Moschak. Brady Begeal attended via call-in. Absent: Jonathan Hussar and John Mastronardi.

1. Secretary's Report

Motion to approve the meeting minutes of the December 18, 2023 board meeting. Motion: Shawn, Second: Jason; Motion Carried

2. Treasurer's Report: - Shawn

- a. Motion to approve the December debit card transactions and December financial reports as presented. Motion: Jason; Second: Mike; Motion Carried
- b. Shawn provided the 2024 Budget Executive Summary document and Proposed 2024 Operating Budget spreadsheet including 2022 and 2023 comparisons.

3. Director's Report – Leslie

- a. Leslie noted that website donations via Paypal have increased.
- b. Leslie is proposing a Vendor Market to take place on April 20. This would be in place of the usual Easter egg hunt event in the Spring. Vendors would need to have their own liability insurance and manage their own sales tax collection. Suggested vendor fee is \$40 for indoor space and \$25 for outdoor space.
- c. Blood Drive to be held at the library on Friday, February 23 from 1-6 pm by appointment. Donors are already signing up.
- d. Krispy Kreme orders need to be in by February 2 for pickup on Friday, February 9. Gretchen will update the website.
- e. It was discovered that the Lift is not working. Leslie is contacting for repair estimates. As a side note, the lift is supposed to be inspected every 6 months, not yearly. Last inspection was in May 2023.
- f. In connection with Library Week and the Vendor Market, Leslie is looking into quotes for creating a new version of the FFL reusable bags to sell as a fundraiser.
 - f.i. An official library logo needs to be created. Logowise is one company Leslie has contacted. Jason may have a connection there.
- g. As part of the Tioga Downs grant, interior painting by Straightline Painting is anticipated to begin early February. This effort will require staff involvement in moving books, etc.
- h. Carrie Broughton will be hired as leader for the Booked program. GHS FCU donated the background check. She will be assisted by a Volunteer. Leslie will ensure all paperwork and Paychex enrollment is completed properly.
- i. Leslie requested permission for the library to sell library-themed clay earrings and bookmarks created by a local artist in exchange for a small commission on

each purchase.

- j. Work is progressing to set up a curtained-off storage area on one side of the Barn entry foyer to move stored items from the Mechanical Room and allow the room to function as intended.
- k. Making Yoga Accessible to Everyone - Leslie presented a tentative brochure for this program she would like to see become available as early as May/June at our library for special needs adults. She is working out the details with the instructor. Funding needs to be determined, but Gretchen feels grant money is very likely available for this type of program.

4. Building and Grounds Update

- a. Leslie reported that the Town of Fenton provided timely repair of the collapsed ceiling in the Memorial Room which occurred in late December. The cost paid by the Town.
- b. Receipt for the water fountain replacement filter was paid by the Library.
- c. Leslie to call the Town and express our understanding that the Bryant invoice for furnace repairs required when the Barn had no heat should be paid by them since it was an infrastructure repair and not of a preventive maintenance nature.

5. Grant Activities for New and Existing Programs

- a. Gretchen distributed the Grant Writing Summary 2024 document identifying anticipated aid for Capitol Projects and Program Funding.
 - a.i. Additional funding sources were discussed and noted (e.g., Lea Webb, Donna Lupardo, M&T Bank, and the possibility of various business sponsors for specific programs such as Dick's or Johnson Outdoors for Summer Reading since it will have a camping theme).
- b. Gretchen announced now that the website is up and running smoothly, she will continue to update the website at no additional cost.

6. Old Business

- a. Melissa indicated that the 2024 budget which was voted on via email also needs to be ratified in person. To that end, Gretchen initiated a discussion concerning Income amounts under the Grants and Library Aid line items. Concerns were raised over the uncertainties associated with grant awards and timings as well as fundraising income and any potential shortfalls in those areas that could hinder library plans and programs. Suggested updates were made that resulted in an increase to the proposed 2024 tax proposition.
 - a.i. Motion for the Treasurer to amend the "Grants and Library Aid" and "Fundraising Income" items as discussed for a total tax proposition amount of \$195,961 (increase from \$183,390).
Motion: Shawn; Second: Mike; Motion Carried.
 - a.ii. Motion to approve the 2024 CVCS D tax proposition letter as amended and for Melissa to submit it at her earliest convenience

to the CVCSD Board as required. Motion: Shawn; Second: Jason;
Motion Carried.

7. New Business

- a. Mike announced that after speaking with Paychex (which resulted in a 40% discount in our fees!), he was informed of other services they provide which may be of benefit to us, specifically their HR services to create an Employee Handbook. Mike will get more information. It was also suggested that the 4CLS might be of help in that area as well.
 - a.i. It was noted that the 4CLS provides various webinars on topics of interest for Board members throughout the year. Each member should have at least 2 hours of training each year.
- b. Melissa and Leslie noted that it is past time for our Bylaws to be reviewed and updated. It is recommended that the Policy and Bylaws Committee (Jonathan, Melissa, Mary, Gretchen, and Leslie) meet and get the process started.
- c. Each Board Member received a copy of the *Handbook for Library Trustees of New York State, 2023 Edition*.
- d. All Board Members were provided copies of the FFL Conflict of Interest and Privacy and Confidentiality policies for review and signature.

8. Adjournment

Motion to adjourn: Jason; Second: Mary; Motion Carried. Meeting was adjourned at 6:45 PM.

9. Next Meeting

Tuesday, February 27th, 2024 at 5 PM

Respectfully Submitted,
Mary Connors, Secretary