

## **Fenton Free Library Board of Trustees Meeting- 27 February 2024**

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

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

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

- a. Motion to approve the meeting minutes of the January 23, 2024 board meeting. Motion: Brady, Second: Jason; Motion Carried
- b. Meeting minutes will continue to be posted to the website after approval at the following month's meeting.

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

- a. Shawn noted that an additional column is now included in the Operating Budget to show the percentage of budgeted funds used to date as an aid for staff spending decisions.
- b. Motion to approve the January debit card transactions and January financial reports as presented. Motion: Jonathan; Second: Brady; Motion Carried
- c. Shawn is working with Mike to facilitate the required electronic submittals of the 2022 and 2023 taxes using his expertise and software resources.
- d. Due to tax cap considerations related to school budget funding, it was suggested that at some point we may want to consider changing our fiscal year to end June 30 in line with the school fiscal year. More discussion to follow including impact to NYS Report.

### **3. Director's Report – Leslie**

- a. Leslie reminded Board members that evidence of a minimum of 2 hours of training is mandatory every year. There are training options offered via 4CLS, and links to approved training courses are listed in the Handbook. Leslie will forward any training information she receives to the Board.
- b. There has been an awesome response to the Vendor market to be held on Saturday, April 20 from 10am-2pm. All slots have been filled. There will be 13 outdoor vendor booths with 2 food trucks and 22 indoor booths. Registration alone will generate at least \$1400. In addition, the library will be selling tote bags with the new logo designed by Zappia's. Jonathan indicated that he would be able to help with logo design on future projects if it is too late to be involved in this project. Leslie has been working with Brady to create an Indemnity form which each vendor will be required to sign.
- c. Krispy Kreme sales raised about \$1250.
- d. The lift has been fixed, but an invoice has not been received.
- e. 34 donors participated in the Blood Drive. Some donors may have been lost due to wait times, etc. Leslie has spoken to the Red Cross about the need for better organization before the next drive which is scheduled for Friday, May 24, 2024.

- f. Leslie is working with TeamWorld on the colors for this year's 5K t-shirts and will have Sponsorship forms available at the next meeting. Also, sponsorship forms will be available to participants at the Vendor Market. This year's 5K will be Saturday, June 1, 2024.

**4. Building and Grounds Update**

- a. Interior painting by Straightline Painting is underway with the Children's room already completed and looking much improved. He is currently working on the entry area. More books will need to be moved for access to the rest of the walls.
- b. The storage area in the Barn entryway has been completed and in use, freeing up space in the Mechanical Room.

**5. Grant Activities for New and Existing Programs**

- a. Gretchen noted that updates to funding amounts on the Grant Writing Summary 2024 document are indicated in green ink.
  - a.i. Gretchen has added Summer Reading 2024 to Program Funding with funding sources identified.

**6. Old Business**

N/A

**7. New Business**

N/A

**8. Adjournment**

Motion to adjourn: Shawn; Second: Jason; Motion Carried. Meeting was adjourned at 5:51 PM.

**9. Next Meeting**

Tuesday, March 26th, 2024 at 5 PM

Respectfully Submitted,  
Mary Connors, Secretary