

Fenton Free Library Board of Trustees Meeting – 23 April 2024

President Melissa Weber called the meeting to order at 5:05 PM.

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

1. Secretary's Report

- a. Motion to approve the minutes of the March 26, 2024 board meeting.
Motion: Shawn, Second: Sue; Motion Carried

2. Treasurer's Report: - Shawn

- a. Shawn noted that the debit card transactions showed nothing abnormal, and identified recently received grant money as shown on the income statement.
 - a.i. Additional income received was generated mostly from the 5K, the Vendor Market, and the Clay Gift Shop in-house.
- b. Motion to approve the March debit card transactions and March financial reports as presented. Motion: Jason; Second: Sue; Motion Carried
- c. Patrick Gleason (former Treasurer) was notified by PayPal about a \$20 donation which raises the question if there is an old PayPal account still operating in his name. Shawn should be added to the PayPal account, and the old account removed if it can be located. A PayPal entry should be included on the Balance Sheet.
- d. The possible IRS filing penalty (\$5780) is still in negotiation.

3. Director's Report – Leslie

- a. As part of Volunteer Week, Leslie thanked the Board for their contributions to the Library. Many of the Board members were able to attend the gathering hosted by Leslie and the staff at 4:30 today which was held in recognition of all the Library's volunteers.
- b. Applications are being accepted to fill the position of Lorri Vitale who is resigning as of May 23. Leslie has 1 interview already scheduled for next week.
- c. The Vendor Market, held on Saturday, April 20, was a huge success. Multiple vendors sold out of their products, and many vendors requested that the Library hold another market in the fall!
 - c.i. FFL earned a profit of \$1924.28: \$1365 from vendor payments; \$255 from tote bags (and books); and \$304.28 from the afghan raffle.
 - c.ii. The first 2 hours were "crazy busy"!
- d. Olympic level sponsors for the FFL 5K on Saturday, June 1, 2024, must be received by the end of the week in order to be printed on the promotional materials. Leslie maintains an updated list of sponsors.
 - d.i. Flags have been ordered for the Start and Finish Lines and the Registration table. These will be reusable in the future.
 - d.ii. Leslie will assign all Board members to volunteer positions unless notified of absence.
- e. Volunteers (Madeline Hawley, Rebecca Sheriff, Mary Winter, Mary Connors) assisted Leslie in developing a survey to aid with the Library's long-range planning. Still to be decided are the distribution aspects – where, how, when –

in order to reach people who do not use the library.

e.i. Should there be a raffle or other enticement to encourage people to complete the surveys?

e.ii. It was recommended that a QR code be used to enable online completion.

e.ii.1. The QR code should be available for the School Budget vote on May 21.

e.ii.2. Jonathan will design a poster including the QR code that can be displayed at the Budget vote as well as elsewhere as determined (e.g., churches, stores, restaurants).

4. Building and Grounds Update

- a. The Library has the opportunity to re-purpose 6 large bookcases discarded by the Susquehanna Valley Central School district; a truck or transportation is needed. These will be used in the Children's area.
- b. The A/C filters have been changed; more need to be purchased.
- c. The annual fire inspection has been completed. Only action required was to replace batteries in Exit signs.
- d. The quote for mulch from Sean Keough at Hillcrest Lawn Care would use up the entire \$500 budgeted amount so additional quotes are needed. Free mulch may be available from the Town.
- e. Interior painting by Straightline Painting is continuing as planned.
- f. Leslie noted that the flag pole needs stabilizing.

5. Grant Activities for New and Existing Programs

- a. Phase 1 of the Circulation Desk upgrade has been completed. The contractor has begun Phase 2.
- b. Monies for Summer Reading have been received.
- c. Request for \$9000 for the electronic door opener project has been submitted.
- d. \$900 has been received to cover the cost of the instructor (Tina) for the Making Yoga Accessible to Everyone program.

6. Old Business

- a. Brady has completed his research related to the By-Laws and will have an updated version for review and approval next month.
 - a.i. The 4CLS webinar on Legal Basics for Trustees was very informative and available online.
 - a.ii. As an Association Library, we are subject to the NYS Open Meetings Law which needs to be reflected in our By-Laws.

7. New Business

Reminder that the CVCSD Budget Vote will be Tuesday, May 21, 2024.

8. Adjournment

Motion to adjourn: Melissa; Second: Brady; Motion Carried. Meeting was adjourned at 5:50 PM.

9. Next Meeting

Tuesday, May 28th, 2024 at 5 PM

Respectfully Submitted,
Mary Connors, Secretary