

Fenton Free Library Board of Trustees Meeting – 28 May 2024

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

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

1. Secretary's Report

- a. Motion to approve the minutes of the April 23, 2024 board meeting.
Motion: Shawn, Second: Jonathan; Motion Carried

2. Treasurer's Report: - Shawn

- a. Melissa announced that the Library portion of the CVCS D budget passed which solidifies our financial status for the year.
- b. Shawn noted that the only unusual item on the April debit card transactions is the transaction for the required lift repair.
 - b.i. Note that there will be a cost for required lift inspection every six (6) months. Jonathan questioned whether there might be a maintenance-type contract available to save some money. Inquiries will be made.
- c. Motion to approve the April debit card transactions and April financial reports as presented. Motion: Vanessa; Second: Sue; Motion Carried
- d. Mike reported that the potential IRS form 990 filing penalty has been abated in its entirety! Thanks to Mike for his work on our behalf.
- e. The Board is required to ratify in person the email vote taken on 11 May 2024 to approve for submittal the annual *Return of Organization Exempt From Income Tax (Form 990)* for the taxable year ending on 31 December 2023. Motion: Brady, Second: Jason; Motion Carried

3. Director's Report – Leslie

- a. We have received \$7075 in sponsorships for the FFL 5K on June 1! This number is boosted by an increase in the number of Olympic level sponsorships. Registration income to date is \$2695. Registrations will be taken up to the start of the race so some additional amount is anticipated.
 - a.i. Board members should arrive by 6:45 am on Saturday morning for setup. Rowdy and Ruby are scheduled to arrive at 8:15 prior to the Children's Run.
 - a.ii. A run-through of tasks/duties and race line written procedures as provided by Gretchen will be reviewed after the meeting.
- b. The Annual Report submitted by Leslie has been approved by the state after the usual kick-back for additional notes and descriptions.
 - b.i. The Annual Report circulated to the Board was approved as follows:
Motion: Shawn; Second: Mike; Motion Carried
- c. Survey poster with QR Code was posted at the CVCS D Budget Vote. More posters will be distributed around town.
 - c.i. Leslie has joined several community groups on Facebook to promote the survey and has seen an increase in response as a result.
 - c.ii. The survey will be completed sometime mid-June.
 - c.iii. One respondent will be chosen at random to receive a FFL tote bag

and \$100 Visa gift card donated by Shawn.

- d. Leslie requested verification of the library's community usage policy in respect to celebrations. After discussion, it was agreed that such usage would be limited to baby and bridal showers and children's birthday parties.
 - d.i. Brady will review the policy and make updates as necessary.
- e. Cathy DeJong has been hired to fill the position vacated by Lorrie Vitale and is now on staff and being trained.
- f. Due to the resignation of Carrie Broughton, the Booked program needs a new coordinator. A potential candidate is currently a Port Dickinson 2nd Grade teacher. If hired, no background check would be needed.

4. Building and Grounds Update

- a. Most of the mulching has been done thanks to volunteer labor. Five (5) scoops were obtained from Agway with additional ten (10) bags on sale from Home Depot enabling this effort to stay within budget.

5. Grant Activities for New and Existing Programs

- a. We received \$3000 of the \$4000 requested from the United Way for the Senior Wellness program.
 - a.i. \$100 per week is paid to Taylor.

6. Old Business

- a. Brady's updated version of the By-Laws was distributed for review via email prior to the meeting.
 - a.i. Motion to approve the by-laws as presented by Brady with minor additions and corrections as discussed during the meeting: Shawn; Second: Jonathan; Motion Carried
 - a.ii. Note that due to NYS Open Meetings Law, the public may attend the Board meetings for observation only.
 - a.iii. Draft minutes will be posted on the website within two (2) weeks of the meeting.

7. New Business

- a. Melissa announced the names of the two (2) CV high school Seniors who have been selected by the Scholarship committee to receive the FFL Scholarship. There were 7 applicants.
 - a.i. Motion to approve scholarship winners as chosen by the committee: Brady; Second: Vanessa; Motion Carried
 - a.ii. Shawn will present the awards on behalf of the library and present each with a check for \$500, a FFL tote bag, and a book of Leslie's choosing.

8. Adjournment

Motion to adjourn: Sue; Second: Jonathan; Motion Carried. Meeting was adjourned at 5:50 PM.

9. Next Meeting

Tuesday, June 25th, 2024 at 5 PM

Respectfully Submitted,
Mary Connors, Secretary