

## Fenton Free Library Board of Trustees Meeting – 25 June 2024

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

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

### 1. Secretary's Report

- a. Motion to approve the minutes of the May 28, 2024 board meeting.  
Motion: Jonathan, Second: Shawn; Motion Carried

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

- a. Shawn provided copies of the Financials report as of May 31, 2024.
  - a.i. Shawn noted no unusual items on the May debit card transactions; most debits were from the 5K or Summer Reading.
  - a.ii. Income Statement, Balance Sheet, Fundraising analysis, and Operating Budget status are all as expected.
- b. Motion to approve the May debit card transactions and May Financials report as presented. Motion: Susan, Second: Jason; Motion Carried
- c. Mike reported receipt of an IRS 941 tax notice for 4<sup>th</sup> Quarter 2023 resulting from a letter Paychex sent to the IRS pertaining to a payroll amendment necessitated by the minimum wage adjustment. There are no penalties or consequences as a result of this filing.
- d. Shawn noted that the Student Scholarship Fund line item will be updated once the checks are cashed.
  - d.i. A Thank You note was received from one of the recipients.

### 3. Director's Report – Leslie

- a. Leslie identified some lessons learned and suggestions for future 5K's.
  - a.i. Several runners wanted to know their times which would require a change to our Finish Line processing.
    - a.i.1. Solution might be to have chipped bibs depending on cost. Triple Cities Running Club might be able to help with this.
  - a.ii. More age categories would recognize more runners, e.g., "10 & Under", but would potentially increase money needed for prizes, etc.
    - a.ii.1. We could consider medals in place of (or in addition to) gift cards as a cost-effective alternative.
    - a.ii.2. It was noted that as a fundraiser for the library, we should keep in mind that runners do not expect big money payoffs for top finishes, but more runners being recognized could be a plus.
  - a.iii. Closing and patrolling of side streets needs to be better managed by the Fire company; traffic should not be redirected through neighborhoods.
    - a.iii.1. Gretchen recalled that in past years, flyers have been distributed to the effected residents identifying the road closures and preparing them for any resulting delays.
- b. 168 surveys were turned in with an overall positive response! Leslie has begun to analyze the results. A few initial findings and comments:
  - b.i. 51% would like the library open on weekends; 27% would like the library to be open later.

b.i.1. We need available staff and additional budget to accommodate these requests. A potential solution would be to close early one day to shift those hours to an evening and ½ day on Saturday.

b.ii. 51% of respondents had been to the library within the last month.

b.iii. Leslie will have more analysis to report at our next meeting.

c. Registration for Summer Reading is July 10. This year's theme is "Camping" and there are some new 'top secret' locations planned! Booklets have been printed and ready to go. We are expecting a large turn-out.

c.i. According to Debbie, this will be her last year managing Summer Reading. This will be a critical position to fill.

#### **4. Building and Grounds Update**

- a. Riley Spencer stained the fence as part of a volunteer project. The Spencers donated the necessary supplies.
- b. The Circulation Desk project is coming along nicely; should be completed within the next month.
- c. Leslie used some leftover Tioga Downs grant money to purchase new valances for the windows which coordinate perfectly with the freshly painted walls.
- d. There has been no action on identifying a lift service plan, but the lift is being used for the Yoga program.

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

- a. Gretchen distributed an updated Grant Writing Summary sheet.
- b. Many grants have been awarded and associated projects are proceeding; the painting project finished under budget.
  - b.i. Received \$9000 of the \$10000 requested for the electronic swing door opener; Gretchen is considering applying for the Community Foundation Grant for remainder of the cost.
  - b.ii. Summer Reading is lacking some funding; may be able to reduce costs and use donations from Wegmans, Price Chopper or Walmart for snacks.
- c. The United Way Capacity Building Grant to be used for the adult changing table was denied; Gretchen is now pursuing funding for a less expensive fold-able adult changing table.

#### **6. Old Business**

- a. Susan reminded the Board that volunteers will be needed on Saturday, December 14 at Barnes & Noble for the FFL Book Fair day.
- b. Susan also mentioned that it is not too early to start thinking about collecting raffle basket items for the Christmas Tree Lighting event.

#### **7. New Business**

- a. Fall Vendor Market to be held on Saturday, October 5 from 10am to 2pm.

#### **8. Adjournment**

Motion to adjourn: Vanessa; Second: Michael; Motion Carried. Meeting was adjourned at 5:57 PM.

#### **9. Next Meeting**

Tuesday, July 23rd, 2024 at 5 PM

Respectfully Submitted,  
Mary Connors, Secretary