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Fenton Free Library Board of Trustees Meeting – 24 September 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, Michael Mattick, Vanessa Moschak, Melissa Weber, Leslie Weigand, and Shawn Wolbert. Susan Newcomb resigned her position on the Board in August 2024.

1. Secretary's Report

- a. Motion requested to approve the minutes of the July 31, 2024 board meeting. Motion: Jason, Second: John; Motion Carried

2. Treasurer's Report

- a. Shawn provided summarized Treasurer's Reports and the Financials reports for both July 2024 and August 2024.
 - a.i. Shawn noted that most debit card transactions were due to Summer Reading expenses as expected.
 - a.ii. Line item 3136, Building Improvements, on the August Balance Sheet is being reviewed by Aplos for potential deletion.
- b. Motion requested to approve the July and August debit card transactions and July and August Financials reports. Motion: Vanessa, Second: Mike; Motion Carried
- c. Copies of the proposed 2025 Budget were provided for review.
 - c.i. Budget meeting was held at the Library on Thursday, September 12.
 - c.ii. Shawn explained the process by which the Budget was constructed by reviewing both Income and Expenses line by line, noting any significant changes from the 2024 budget and new items for 2025, e.g., Agreed Upon Procedures and Bookkeeping Fees.
- d. As the Library's finances have become more complicated, and recording expenses and income has become more time intensive for the Treasurer, Melissa noted that most libraries in size and budget similar to ours have hired a Bookkeeper to maintain those records. With a paid bookkeeper, the burden on the Treasurer to do daily accounting activities would be greatly reduced. The Board's role would continue to provide oversight and reporting via the Treasurer and Finance Committee.
 - d.i. Mike has offered to interview, hire, train, and supervise a Bookkeeper for the Library through his firm.
 - d.ii. Motion to hire a Bookkeeper at a rate up to the budgeted amount was made by Jonathan; Second: John. Motion carried with one abstention (Mike due to conflict of interest).
- e. Motion requested to approve the draft 2025 Budget with pending corrections as discussed. Motion: Brady, Second: John; Motion Carried
- f. Shawn will finalize the Tax Cap filing and update the NYS website so that we can meet the upcoming deadline with the Comptroller of the Currency.
- g. Thanks to the Board's financial diligence, Melissa noted that the FFL budget is lower than comparable libraries in our area with similar programming.

3. Director's Report – Leslie

- a. Leslie is making arrangements to participate in TerraCycle which is a free program to recycle typically hard-to-recycle waste streams.
 - a.i. Gretchen is submitting a request to Broome County's Beautification

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and Environmental Stewardship grant for building a covered extension to the Book Shed and to purchase appropriate containers.

- a.ii. Pre-paid labels are provided to ship the items collected.
- b. Festifall at Port Dick park was not as successful as last year due to heavy rain most of the day, although about \$150 was made from the games and donations.
- c. The Fall Vendor event looks to be more successful than the Spring event based on Facebook interactions which have already hit 2.1K!
 - c.i. Some vendors have provided complete baskets for our basket raffle.
 - c.ii. The Book Shed will be open.
 - c.iii. Board members are scheduled to volunteer based on availability.
- d. Leslie will create a sign-up sheet for volunteers to man the table at the Barnes & Noble fundraising day for FFL on Saturday, December 14.
- e. The library will collect items for the Broome County Humane Society during the week prior to the Great Give Back Day community service initiative on October 19.
- f. Leslie is collecting money from any Board Member or staff who want to make a donation to Mercy House in memory of Korin Spencer's mother, Diane DeFrancisco, who passed away last week.

4. Building and Grounds Update

- a. Plans are being made for the shed modification for the TerraCycle project.
- b. Vanessa revealed the old card catalog that has been uniquely modified for storage.

5. Grant Activities for New and Existing Programs

- a. Gretchen has developed a summary of 2024 Grant Activity to be published on the website.
- b. Earlier today, Gretchen submitted a grant for electrical work related to the Automatic Door Actuators in the amount of \$2500 to the Community Foundation.
- c. Funding leftover from the Circulation Desk upgrade will be used for shelving along the attic rafters. Then the NYS grant can be closed out.

6. Old Business

- a. Leslie read an email received from Steven Bachman, Director of 4CLS, in response to request for clarification about impacts of the Open Meetings Law on Association Libraries.
 - a.i. Email and/or virtual voting are prohibited.
 - a.ii. Several issues relate to remote attendance; e.g., it would not count for a quorum or voting purposes; would be informational only.
 - a.iii. Gretchen requested advice about what is posted on the website and the timeline for posting. Jonathan will serve as Gretchen's backup for website maintenance.
 - a.iii.1. Any materials distributed at the meeting for discussion or review need to be posted to the website 24 hours in advance of the meeting. Preferable to give copy a week in advance to allow time for processing.
- b. Leslie has forwarded additional information to Board Members via email.

7. New Business

- a. Brady distributed proposed "Executive Director Evaluation" and "Library Trustee Self-Assessment" forms for review. They need to be approved (with any

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corrections or additions) in the October Board meeting so they can be utilized for review purposes required by the end of the year.

- b. Future FFL events of importance not previously noted are:
 - b.i. Toy Sale, tentative dates Friday, November 22 and Saturday, November 23 (will require rescheduling of Yoga from Nov 22 to another Friday). Toys can be dropped off at the Library or with Melissa. Volunteers will be needed especially for the early hours.
 - b.ii. Tree Lighting, Friday, December 6. Please start collecting basket raffle items.
- c. New Board members are needed. Contact Jason with candidates.
 - c.i. One person to fill Susan's unexpired term as soon as possible.
 - c.ii. Two persons to fill Jason's and John's expiring terms. Terms to start January 1, 2025.

8. Executive Session

Entered Executive Session at 6:22 PM.

9. Adjournment

Motion to adjourn: Shawn; Second: Mike; Motion Carried. Meeting was adjourned at 6:35 PM.

10. Next Meeting

Tuesday, October 22nd, 2024 at 5 PM

Respectfully Submitted,
Mary Connors, Secretary