

## Fenton Free Library Board of Trustees Meeting – 31 July 2024

President Melissa Weber called the meeting to order at 4:58 PM.

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

### 1. Secretary's Report

- a. Evidence has been received that our minutes are being read on the website based on the reaction to the pre-emptive notice of Debi's last season leading Summer Reading that was included in June's minutes.
- b. Motion to approve the minutes of the June 25, 2024 board meeting. Motion: Vanessa, Second: Mike; Motion Carried

### 2. Treasurer's Report

- a. Shawn provided both a written Treasurer's report and the Financials report as of June 30, 2024, prior to the meeting via e-mail due to her anticipated absence.
  - a.i. "We have reached the halfway point in the operating financial year of the Fenton Free Library."
  - a.ii. "The Fenton Free Library has had strong income through June 30, 2024 through its operating and fundraising efforts."
  - a.iii. "Fenton Free Library has utilized 54% of its expense budget."
- b. Leslie and Gretchen discovered some discrepancies in the Aplos accounting tool in how expenses were allocated across accounts.
  - b.i. An "Expense Allocation Worksheet" has been created to help ensure accurate allocations to appropriate accounting codes.
  - b.ii. Mike will meet with Leslie and Gretchen to correct the discrepancies in Aplos and try out the new tracking worksheet.
  - b.iii. Aplos is still considered the best tool to use based on functionality and reporting capabilities not available in other tools.
- c. Mike will investigate options for a qualified CPA firm to potentially provide an "Agreed Upon Procedures" type of audit to be done annually (or every other year) beginning in June 2025.
  - c.i. Agreed that there would be no benefit to the library in changing to a June 30 year-end accounting schedule; best to stay with current calendar year-end schedule.
- d. Motion to approve the June debit card transactions and June Financials report with pending corrections as discussed. Motion: Brady, Second: Mike; Motion Carried
- e. Additional memorial donations are expected due to recent deaths in our community.

### 3. Director's Report – Leslie

- a. Leslie recommended that the addition of 4 (four) hours on two (2) Saturdays a month not be at the expense of reducing hours at other times during the week and that it would be best to use existing staff rather than expending the time and effort involved to train various volunteers.
  - a.i. It is reasonable to provide 1 (one) paid staff from 10 am to 2 pm starting September through November of this year.
  - a.ii. Usage will be tracked to justify these additional hours.
  - a.iii. Should the trial period be successful, the budget for 2025 will be

- adjusted to accommodate additional staffing hours for 2025.
- b. Well over 200 kids were registered for Summer Reading! Over 100 kids have been in attendance at each of the 3 'Camping' sites so far.
    - b.i. Leslie would like to have a new leader in place by the end of the year since preparation work for Summer Reading starts as early as January.
  - c. The Circulation Desk upgrade has been completed much to the satisfaction of staff and patrons!
    - c.i. With some funds that were left over from projects, the old card catalog is being retrofitted for additional storage.
  - d. Leslie was recognized for the successful completion of her first year as Director of the Library! We appreciate how quickly she stepped into the role and her enthusiasm for our mission.
- 4. Building and Grounds Update**
- a. John will replace furnace filters after the meeting today.
  - b. The lift is being used more regularly now, especially with the Yoga program.
  - c. Leslie is waiting to hear back from Bryant to install a programmable thermostat for the Barn which would allow temperature adjustments beyond On or Off.
- 5. Grant Activities for New and Existing Programs**
- a. Gretchen distributed an updated Grant Writing Summary sheet with recent changes noted in **green** ink and discussed the highlights.
  - b. An updated/validated quote may be needed to receive the funds for the door opener project.
- 6. Old Business**  
Not Applicable.
- 7. New Business**
- a. A meeting is scheduled for Thursday, September 12, 2024 at 5:00 pm for the Finance Committee to produce a budget for 2025. Interested Board members are also encouraged to attend.
  - b. The Policy and By-Laws Committee needs to meet to assess the need for new policies and update existing policies.
  - c. The Volunteer and Personnel Committee needs to meet to create evaluation criteria for Leslie and self-evaluation criteria for Board members. Evaluations need to be completed by December.
  - d. A Strategic Plan needs to be written. At a minimum, Leslie, Gretchen and Shawn need to meet to create the document. Input is appreciated.
  - e. Leslie will contact Steve Bachman for clarification on information presented in Trustee training concerning email and virtual voting as well as determining whether attendance in person is required for a quorum.
- 8. Adjournment**  
Motion to adjourn: Vanessa; Second: Michael; Motion Carried. Meeting was adjourned at 5:55 PM.
- 9. Next Meeting**  
Tuesday, September 24th, 2024 at 5 PM

Respectfully Submitted,  
Mary Connors, Secretary