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Fenton Free Library Board of Trustees Meeting – 22 October 2024

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

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

1. Secretary's Report

- a. Motion requested to approve the minutes of both the September 24, 2024 Board meeting and the associated Executive Session. Motion: Jason, Second: Shawn; Motion Carried
- b. Brady indicated that it would be feasible without any FOIL implications to use a Voice Recording/Transcription app to assist in taking and transcribing meeting minutes. Mary will investigate what is available on her phone; Shawn offered to help getting setup if needed.

2. Treasurer's Report

- a. Shawn provided the Treasurer's Report and the Financials report for September 2024.
 - a.i. Shawn stated that TIKTOK debits support Debi's programming needs.
 - a.ii. Shawn noted that income currently exceeds the budgeted amount!
 - a.iii. Leslie reported that she had received and deposited the NYS school tax check which further improves our financial situation.
- b. Motion requested to approve the September Debit Card Transactions and September Financials reports. Motion: Brady, Second: Jason; Motion Carried
- c. Shawn has been working with Teresa Bamber who will serve as our Accountant in arrangement with Mattick CPA, P.C.
 - c.i. The Engagement Letter was given to Melissa for review and signature.
- d. It is recommended that the Finance committee function be expanded to include support for the Treasurer and oversight for the Accountant. The Policy and Bylaws Committee will need to update the Bylaws to accommodate this change in committee function.

3. Director's Report – Leslie

- a. The Fall Vendor Market was very successful! Thank you to all who volunteered.
 - a.i. The Cider Mill Fundraiser was not as successful as hoped, probably due to our clientele and the distance to the Cider Mill. Leslie recommends that we return to the Krispy Kreme fundraiser next fall.
- b. Leslie passed around a sign-up sheet for volunteers to represent the library at the Barnes & Noble FFL fundraising day on Saturday, December 14. Two (2) people are needed for each 2-hour shift. If there are not enough Board members able to fill all slots, Leslie will ask staff and other volunteers for availability.
- c. The Toy Sale is scheduled for Friday and Saturday, November 22 and 23. Setup will be Thursday. More volunteers may be needed for sale days. Toys are already being dropped off and sorted.
- d. Tree Lighting is scheduled for Friday, December 6.
- e. Orders for Christmas Cookie Plates will be due on Friday, December 13; plate pickup will be Friday, December 20. Bakers should drop off cookies by Thursday, December 19.
- f. Leslie recommends we establish a Youth Programming Assistant position that

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would oversee the Summer Reading program, the Booked program for kids under age 13, and potentially a new program for kids aged 13 and over.

- f.i. The position would be funded by a grant from Tioga Downs.
- f.ii. The position would report to Debi who is the Programming Coordinator. Also reporting to Debi is Joni, helper for Barnyard Buddies.
- f.iii. A BU Senior has been hired for the Booked program through May.
- g. The question was raised whether there would be a financially beneficial way to accept credit card payments for library fines, purchases (e.g., totes), etc. without having to rely on patrons having cash available. Mike and Jason have a contact who may be able to recommend how to proceed with this.
- h. The Board meeting dates for November and December are being adjusted to take holidays into account.
 - h.i. The November meeting will be on Monday, November 25.
 - h.ii. The December meeting will be on Wednesday, December 18 following the Volunteer Appreciation event at 4:30 pm.

4. Building and Grounds Update

- a. Old upstairs kitchen has been painted and ready for use. The Memorial Room will no longer be needed for storage.

5. Grant Activities for New and Existing Programs

- a. A grant for \$9000 has been received from the Broome County Small Community Fund to be used toward the Automatic Doors.
- b. The grant for electrical work related to the Automatic Door Actuators in the amount of \$2500 has been approved by the Community Foundation Library Fund.
- c. The Grant for Youth Programming Assistant position needs to be physically mailed to Tioga Downs by Friday.
- d. Grant will expand the Making Yoga Accessible program to every week.

6. Old Business

- a. Brady requested a motion to approve the “Executive Director Evaluation” and “Library Trustee Self-Assessment” forms distributed last month with edits as discussed. Motion: Shawn; Second: Mike; Motion Carried
 - a.i. Forms need to be completed and returned to the Personnel Committee by the December meeting.
 - a.ii. The Personnel Committee will relay results to Melissa for review and consideration.
- b. Jason indicated that the Board Succession committee recommends Kendra Bowman to fulfill Susan Newcomb’s unexpired term to begin immediately.
 - b.i. Motion to approve Kendra Bowman’s appointment to the FFL Board of Directors: Shawn; Second: Mike; Motion Carried.
- c. Jason announced that so far three (3) candidates have been identified to fill the two (2) upcoming Board vacancies.
 - c.i. If anyone has additional names to submit, please do so ASAP. Melissa suggested that someone with Building and Grounds background and/or Town connections would be helpful.
 - c.ii. The plan is for resumes to be collected and interviews to be done so that names may be submitted for approval at the December meeting

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enabling positions to be in effect January 2025.

- c.iii. The Board will discuss at a future meeting the benefits of having Community Members with specific expertise on FFL committees.
 - d. Leslie requested that the Community Space Policy be finalized as she has received numerous inquiries about using the building for various events.
 - d.i. After discussion, it was agreed that for now building usage will be limited to children's birthday parties (age 12 and under), bridal showers, and baby showers.
 - d.ii. Brady will bring the updated policy to the November meeting for approval.
 - e. Shawn requested a motion to approve the final 2025 Budget with corrections as discussed in the September meeting. Motion: Jason, Second: John; Motion Carried
- 7. New Business**
No new business was discussed.
- 8. Adjournment**
Motion to adjourn: Brady; Second: Jason; Motion Carried. Meeting was adjourned at 6:06 PM.
- 9. Next Meeting**
Monday, November 25, 2024 at 5 PM

Respectfully Submitted,
Mary Connors, Secretary