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Fenton Free Library Board of Trustees Meeting – Monday, 25 November 2024

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

Attendance: Jason Aurelio, Kendra Bowman, Mary Connors, Gretchen Grunder, Jonathan Hussar, John Mastronardi, Vanessa Moschak, Melissa Weber, Leslie Weigand, and Shawn Wolbert. **Call-in (No Vote):** Brady Begeal. **Approved Absence:** Michael Mattick.

Melissa introduced our new Board Member, Kendra Bowman.

1. Secretary's Report

- a. Motion requested to approve the minutes of the October 22, 2024, Board meeting. Motion: Shawn, Second: John; Motion Carried.

2. Treasurer's Report

- a. Shawn provided the Treasurer's Report and the Financials report as of October 31, 2024.
 - a.i. Shawn indicated there was nothing extraordinary or exceptional in the debit card transactions for October.
 - a.ii. Shawn noted that income continues to exceed the budgeted amount!
- b. Motion requested to approve the October Debit Card Transactions and October Financials reports. Motion: Jason, Second: Jonathan; Motion Carried.
- c. Shawn is continuing training sessions with Teresa Bamber and the arrangement is "working out really good".

3. Director's Report – Leslie

- a. The Toy Sale was extremely successful despite the snow and school closings! We made a profit of \$2828.25! Many thanks to Melissa and her staff of volunteer elves for storing, pricing, transporting, organizing, and selling a room full of donated toys. Over \$1000 sold in the first hour of opening!
 - a.i. Only a few unsold toys were boxed and donated to various causes.
- b. Leslie reminded everyone of their commitments to December fundraisers:
 - b.i. Tree Lighting is Friday, December 6 at 5:00 PM. Volunteers should arrive at 4:30. Leslie will notify everyone of their assignments.
 - b.ii. Leslie passed around the volunteer sign-up sheet to remind everyone of their shifts at the Barnes & Noble FFL fundraising day on Saturday, December 14.
 - b.ii.1. To draw attention to our table and encourage participation, we will give away free lollipops and one free ticket for a basket raffle. Shawn will donate the lollipop tree and a Reading themed basket.
 - b.ii.2. To help spread the word, the B&N vouchers will be available for distribution at the Tree Lighting.
- c. Leslie shared some highlights from the Executive Director Leadership Academy she recently attended.
 - c.i. A Board orientation packet covering all aspects of the library and staff job descriptions are needed. Melissa and Leslie will work to make this happen by the January meeting.
 - c.ii. Suggest that we use volunteers with needed competencies on committees (to fill the "Gretchen" line).
 - c.iii. A Long-Term Plan is a minimum requirement and since our current plan is mostly accomplished, an updated plan needs to be in place. Anyone

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available is requested to meet on Monday, January 6 at 1:00 to work on the update.

4. Building and Grounds Update

- a. John and Leslie met with Flower City Glass to review the door actuator installation effort. An electrician from Albrite Electric has been scheduled for this project to go forward.
- b. John replaced the furnace filters, and Leslie has ordered more for future use.

5. Grant Activities for New and Existing Programs

- a. We have received over \$19,000 in grant funding for 2024 with several thousand still pending!
- b. Gretchen anticipates requesting money from the Decker Foundation to complete the TerraCycle Shed Extension.
- c. Senior Wellness is maxing out the space and equipment!

6. Old Business

- a. After consultation and research, Leslie recommends that the most cost-efficient credit card payment options would be to utilize Square to accept payments. The fees are manageable, and the card reader terminal is a minimal expense to get started.
 - a.i. Shawn made a motion that Leslie goes forward with setting up Square for use and linking to the PayPal account; Second by Jason; Motion Carried.
- b. As requested last month, Brady emailed his updated version of the Community Space Policy for review. Since the Policy and By-Laws Committee also updated the policy when they met earlier this month, they will meet again in January to review and merge the 2 versions of the policy for final approval.
- c. The “Executive Director Evaluation” and “Library Trustee Self-Assessment” forms need to be filled out and returned by the December meeting.
- d. Jason is still accepting nominations to fill the two (2) upcoming Board vacancies. He has one viable candidate at this point.

7. New Business

- a. Melissa distributed the list of policies that have been identified for update or creation and the committees assigned to work on them. Draft versions should be available for the February meeting.
- b. The draft By-Laws were distributed highlighting the updated Treasurer and Finance Committee sections.
 - b.i. Shawn recommended that more details be added to the Treasurer’s responsibilities. She will provide input to Melissa for inclusion.

8. Adjournment

Motion to adjourn: Vanessa; Second: Jonathan; Motion Carried. Meeting was adjourned at 6:00 PM.

9. Next Meeting

Wednesday, December 18, 2024, at 5 PM following the Volunteer Appreciation event at 4:30 PM.

Respectfully Submitted,
Mary Connors, Secretary