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Fenton Free Library Board of Trustees Meeting – Tuesday, 28 January 2025

President Melissa Weber called the meeting to order at 5:03 PM.

Attendance: Brady Begeal, Kendra Bowman, Matt Conlon, Mary Connors, Michael Mattick, Melissa Weber, Leslie Weigand, and Shawn Wolbert. Due to issues with the meeting Call-in setup, Vanessa Moschak participated via personal call in.

Approved Absence: Jonathan Hussar

1. Secretary's Report

- a. Motion requested to approve the minutes of the December 18, 2024, Board meeting. Motion: Shawn, Second: Michael; Motion Carried.

2. Treasurer's Report

- a. Shawn provided the Treasurer's Report and the Financials report as of December 31, 2024.
 - a.i. Shawn noted lots of debit card transactions for December in relation to the many holiday activities and a large Amazon purchase for receptacles in support of the TerraCycle project.
 - a.ii. Shawn summarized the report as an "amazing job for the entire year" with a special shout-out to Gretchen for Grant and Library Aid income that "exceeded budgeted expectations by 122%".
 - a.iii. The library "utilized 98% of its [2024] expense budget".
- b. Motion requested to approve the December Debit Card Transactions and December Financials reports pending an update to the Toy Sale Fundraising Income for 2023 which is an accurate number but was included in 2024 deposits. Motion: Brady, Second: Mary; Motion Carried.

3. Director's Report – Leslie

- a. There are 3 candidates for the Youth Programming Assistant. One has already done Story Time with positive responses; another will lead Story Time next Wednesday.
- b. Leslie prepared a Board Orientation Packet which was distributed to all present. This will be especially helpful to new members but contains information relevant to all.
- c. Mike suggested that we could use templates provided by Paychex to produce an Employee Handbook. The supplemental service could be turned on and off as needed.
- d. Mike recommended that we investigate the possibility of offering a retirement package to full-time employees with a 3% match as a retention and hiring incentive. It would be free to implement through the Paychex system. Matt could support implementation from our end. Now is the time to start investigating options for potential inclusion in 2026 calendar year budget.
 - d.i. Leslie will query the staff about interest in this benefit.
 - d.ii. The possibility of offering health insurance was also mentioned. Since it can be complicated, Brady suggested a committee to research the specifics and implications for the Library.
 - d.iii. Leslie will review the 4CLS recent salary and benefit survey to compare our status to other local libraries.
- e. Leslie would like to have an online store for FFL merchandise operating in time

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for Library week (first week in April).

- e.i. A new logo will be chosen with patron input. Leslie distributed the 3 options for the Board to vote on.
- e.ii. Several businesses are being considered (Logowise, TeamWorld, Graph Tex) to supply the merchandise. It seems best to do the online store through the chosen vendor.
- f. A flower/plant sale to coordinate with Mother's Day could be a profitable fundraiser. Leslie has gotten prices from Russell Farms. Another supplier to consider is Schaefer's Gardens in Chenango Forks.
 - f.i. Orders would be due on May 5 so orders could be collected at the Spring Vendor Market.
- g. All vendor spots have been filled for the Spring Vendor Market on Saturday, May 3.
- h. The library is due for another carpet cleaning with Scotch Guard treatment. Anticipated funding from Senate and Assembly Aid would be used for this project.
- i. The Library was closed the morning of Friday, January 24 so that all staff could complete the CPR/AED Certification that is valid for 2 years. Also, Leslie received confirmation that the AED is good for 4 years before replacement materials are needed.

4. Building and Grounds Update

- a. The Town has approved an electrician (Matthew Ousterout, MO Electric, LLC) to begin work for the library.
- b. Dave Edwards will complete the storage shelving in the attic.

5. Grant Activities for New and Existing Programs

- a. Gretchen provided an updated spreadsheet detailing Funding Sources to date for 2025.
 - a.i. Note that 'pending' means waiting on response from the granter; and 'TBD' means Gretchen has begun working on the grant.

6. Old Business

- a. Brady passed out an analysis of the Library Trustee Self-Assessment results noting areas that could be improved. Overall score was a healthy 85.5/100.
 - a.i. On one item needing attention, Board members should have received an email invitation to sign up for listserv. It was mentioned that the email looked very much like spam and may be why several Board members did not recall receiving the email.
- b. Melissa discussed with Leslie the results of her evaluations which were very positive. Congratulations to Leslie on a very successful year. We are fortunate to have her as Director!
- c. The Policy and ByLaws Committee met on January 6 to begin the update of various policies and the Long-Range Plan. Next meeting is Tuesday, February 11 at 6:00 PM.
 - c.i. Melissa will send out drafts of several policies in advance of the February meeting. She has found that the Sidney Public Library is a good source of compatible policies to use as guides for us.
 - c.ii. Melissa requests that all committees assigned policies to update provide drafts at the March meeting.

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7. New Business

- a. CVCS D Tax Ballot Resolution was signed by Shawn and Melissa and notarized by Brady.
 - a.i. We are asking \$199,880 which falls under the 2% amount requiring a simple majority to pass.
 - a.ii. Melissa will drop off the paperwork at the District Office on Thursday.
 - a.iii. Note the CVSCD Budget vote is Tuesday, May 20, 2025.
- b. All present were requested to sign the Conflict of Interest and Confidentiality agreements for 2025.
- c. Leslie emailed all Board Members a link to the Sexual Harassment Training video and noted a correction to the '*Certification and Follow-up Training Questions Form*'. Training should be completed as soon as possible.
- d. Melissa advised that we should review our Director & Officers insurance coverage and policies as they relate to Federal policies affecting Non-Profits.
- e. Dates selected for the Barnes & Noble Fundraising event in 2025 are Saturday, August 16, and Sunday, November 9.
 - e.i. Note that B&N is not scheduling the event during the month of December nor any Saturdays in November!

8. Adjournment

Motion to adjourn: Shawn; Second: Brady; Motion Carried. Meeting was adjourned at 6:03 PM.

9. Next Meeting

Tuesday, February 25, 2025, at 5:00 PM.

Respectfully Submitted,
Mary Connors, Secretary