

# DRAFT

## Fenton Free Library Board of Trustees Meeting – Tuesday, 25 February 2025

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

**Attendance:** Brady Begeal, Matthew Conlon, Mary Connors, Gretchen Grunder, Jonathan Hussar, Michael Mattick, Vanessa Moschak, Melissa Weber, and Leslie Weigand.

**Approved Absence:** Kendra Bowman

**Resignation:** Shawn Wolbert, Treasurer

- Melissa requested a motion to accept Shawn Wolbert's resignation from the Board and her role as Treasurer due to relocation as of 2/7/2025. Motion: Michael; Second: Vanessa; Motion Carried.
- Melissa has asked Mike to take over the role of Treasurer which he has agreed to do dependent on the ability to rely more on Theresa, the Library's paid bookkeeper, for basic accounting activities which would allow the Treasurer to provide essentially an oversight role with primary responsibility for required reports. Mike's time would not be billable, but Theresa's would be. Melissa requested a motion to approve Michael Mattick as Treasurer with the potential added expense of more billable hours from Theresa based on an increased workload. Motion: Jonathan; Second: Brady; Recused: Mike. Motion Carried.

### 1. Secretary's Report

- a. Motion requested to approve the minutes of the January 28, 2025, Board meeting. Motion: Brady, Second: Matthew; Motion Carried.

### 2. Treasurer's Report

- a. Mike provided the Treasurer's Report and the Financials report as of January 31, 2025.
  - a.i. Debit Card Transactions show nothing out of the ordinary. Suggestion made to re-label the Debits and Credits columns for easier layperson understanding.
  - a.ii. Mike noted two accounting methods that have been modified for 2025:
    - a.ii.1. Recording all checks based on when they are written instead of when they are cashed.
    - a.ii.2. Changing the allocation between Gross Wages and Withholding & Employer Liability for a true picture of the actual gross wages as well as employer incurred costs of taxes.
  - a.iii. We have "already consumed 26.25% of our utilities budget due to increased rates".
- b. Motion requested to approve the January 2025 Debit Card Transactions and January 2025 Financials reports. Motion: Mike, Second: Melissa; Motion Carried.

### 3. New Business

- a. Policies
  - a.i. The following draft new and updated policies were discussed and modified as necessary:
    - a.i.1. Representation Statement. Motion to approve as edited: Mary, Second: Mike; Motion Carried.
    - a.i.2. Collection Development & Censorship Policy. Motion to approve as edited: Vanessa, Second: Jonathan; Motion Carried.

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- a.i.3. Social Media and Website Policy. Motion to approve as edited: Vanessa, Second: Mike; Motion Carried.
- a.i.4. Vulnerable Adults Policy. Motion to approve as edited: Vanessa, Second: Jonathan; Motion Carried.
- a.i.5. Community Space Policy. Motion to approve as edited: Matt, Second: Vanessa; Motion Carried.
- a.i.6. Policy on Breast Milk Expression. Motion to approve as edited: Vanessa, Second: Mike; Motion Carried.
- a.i.7. Open Meetings Policy. Motion to approve as edited: Vanessa, Second: Jonathan; Motion Carried.
- a.ii. The Tutoring Policy will be revisited at the next meeting in coordination with the Unattended Children Policy.
- a.iii. Jonathan will reformat all policies using the same template, font, and formatting rules before Gretchen posts appropriate ones to the web.
- b. Brady stated that the Library cannot discriminate against anyone for a criminal background unless the activity correlates directly with the job position.
  - b.i. Leslie will remove the question about a felony conviction from the application.
  - b.ii. It will be the Director's call whether or not a background check is performed based on the job description. The Library will have to pay for the background checks now that we no longer have Shawn's GHS connection. Leslie will check with the Town and the school district to see if background checks can be done under their umbrella.
  - b.iii. Jonathan will acquire a full summary of insurance coverage including Board and employer liability coverage.
- c. Melissa has provided the list of requirements for the FFL Scholarship to the CVCSD. The list provides more details than in past years as an aid for those applying. The Scholarship committee consists of Kendra, Mary, and Melissa. Melissa will present the award at the school ceremony on June 2.
- d. With Shawn's resignation, there is now a vacancy on the Board which needs to be filled per the By-Laws.
  - d.i. Mike and Melissa have potential candidates in mind. Everyone is asked to think about someone who would be an asset to the Board.
  - d.ii. Resumes need to be submitted by all interested candidates as soon as possible.
  - d.iii. Melissa has assigned Mary to the Board Succession Committee.
  - d.iv. Melissa distributed an updated list of Board members for reference.

#### **4. Director's Report – Leslie**

- a. Krispy Kreme fundraiser was a success bringing in a profit of \$1382.
- b. Leslie is working with Schaefer's Garden for a hanging basket sale timed to Mother's Day. It was determined that the cost of delivery would be worth the price charged.
- c. Leslie has submitted the Annual Report. The information in brochure format was distributed to the Board.
  - c.i. It should be noted that across the board, circulation and program attendance has increased in 2024 to pre-Covid levels.
  - c.ii. Motion to approve the Annual Report as submitted and post to the web:

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Mike; Second: Jonathan; Motion Carried.

- d. Leslie has updated the 5K sponsorship spreadsheet in Google Docs in preparation for updates as sponsors are acquired. Sponsorship letters for the Eighth annual 5K on June 7, 2025, were distributed.
  - d.i. Need to make sure sponsors acquired by Jason, John, and Shawn in past years are approached by someone else this year.
  - d.ii. Olympic sponsors are due by April 4!
  - d.iii. Graph Tex will be doing the T-shirts this year at a significant cost savings.
- e. Mike and Matt will investigate whether there is any advantage to utilizing a Commercial Interest Sweep account as suggested by James at Key Bank instead of leaving money in checking.
- f. Leslie indicated that all employees were interested in the Library offering them a retirement plan.
  - f.i. Assuming this would be implemented in 2026, the 3% library matching contribution would be in lieu of a raise in 2026.
- g. Leslie is still trying to get Bryant to install a programmable thermostat in the barn. Hopefully, this would help offset the rise in utilities costs.
- h. The FFL webstore operated by Graph Tex will be operational for 10 days in March in preparation for Library Week providing the opportunity to wear your gear in April in support of the FFL.

## **5. Building and Grounds Update**

- a. Automatic door actuators have been installed.
- b. Dave Edwards has completed the attic shelving.
- c. The Town has approved new lighting for the attic.

## **6. Grant Activities for New and Existing Programs**

- a. Request to Four County Outreach SRP for Summer Reading for \$300 was Denied.
- b. Community Foundation Library Grant for the TerraCycle Shed Extension was approved. An invoice for completed work is needed to get the money.
- c. Gretchen is preparing a request to Tioga State Bank (TSB) Foundation in the amount of \$1800 to provide extra sessions for the Making Yoga Accessible program.
- d. Gretchen will apply for the Walmart Spark Good grant for support of the Booked and Teen programs.
- e. As always, Gretchen continues to investigate any and all additional sources of income available for library purposes as well as maintain contact with grant providers that have funded programs in the past.
- f. Note that on the spreadsheet, 'pending' means waiting on response from the granter; and 'TBD' means Gretchen has begun working on the grant.

## **7. Old Business**

N/A

## **8. Adjournment**

Motion to adjourn: Vanessa; Second: Jonathan; Motion Carried. Meeting was adjourned at 6:35 PM.

## **9. Next Meeting**

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

Respectfully Submitted,  
Mary Connors, Secretary