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Fenton Free Library Board of Trustees Meeting – Tuesday, 29 April 2025

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

Attendance: Brady Begeal, Kendra Bowman, Matthew Conlon, Jonathan Hussar, Michael Mattick, Vanessa Moschak, Melissa Weber, and Leslie Weigand.

Approved Absence: Cassie Holdridge

Via Call-In: Mary Connors

1. Secretary's Report

- a. Motion requested to approve the minutes of the March 25, 2025, Board meeting. Motion: Vanessa, Second: Brady; Motion Carried.

2. Treasurer's Report

- a. Mike provided the Treasurer's Report and the Financials report as of March 31, 2025.
 - a.i. Debit Card Transactions show nothing out of the ordinary. Leslie indicated that spending for Summer Reading has begun.
 - a.ii. In terms of Income, "As of 3/31/25 we have exceeded our budgeted amount for Grants and Aid by \$4323".
- b. Motion requested to approve the March 2025 Debit Card Transactions and March 2025 Financials reports. Motion: Jonathan, Second: Matt; Motion Carried.
- c. Mike has completed the Draft of Form 990, Return of Organization Exempt From Income Tax, as emailed to Board members for review. It is due May 15.
 - c.i. Very little change from past years' except for more details where needed.
 - c.ii. Melissa requested Cassie's name be added to Part VII to reflect current Board members at time of filing.
 - c.iii. Vote required for Mike to file Form 990 (with noted edit) and associated Schedules. Motion: Melissa; Second: Matt; Motion carried.

3. Director's Report – Leslie

- a. In commemoration of Volunteer Week, some of Trudy's Treats were available for sampling. Leslie expressed her appreciation for the work of the Board members and all FFL volunteers.
- b. Leslie is hoping for an improved weather forecast for this weekend's Vendor Market! Vendors will be here rain or shine!
- c. Joni and Melissa will represent the Library at the CV Community Night on Wednesday, April 30, with an emphasis on promoting the Teen program. A survey will be available for students to help us focus on specific interests.
- d. We have 10 Olympic level sponsors for the FFL 5K with over \$8200 raised so far!
 - d.i. After discussion, it was decided to expand the race categories to age 12 & Under, ages 13-19 Female, ages 13-19 Male, ages 20-35 Female, ages 20-35 Male, ages 36-49 Female, ages 36-49 Male, age 50 & Over Female, and age 50 & Over Male.
 - d.ii. A prize award and medal will be given for 1st place in the 12 & Under category. In other categories, medals will be given to all 1st, 2nd, and 3rd place runners. The number and amount of prize awards in these categories are yet to be determined.
 - d.ii.1. Board members are encouraged to ask sponsors and other businesses to provide gift cards that can be awarded as prizes.
 - d.iii. Much discussion was given to improving logistics at race end including

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constructing a narrow chute allowing only single file access to the bib takers, providing more instructions at the beginning of the race, and keeping track of individual times so Leslie can create a spreadsheet with recorded times for each runner as is often requested.

- e. After investigating options for HR policy and handbook writing assistance using Paychex services, Leslie considers it too expensive. Instead, she has used an existing handbook from Springfield, NY, public library as a template. Brady will review the content and use it as a learning experience for a summer Intern who will be able to make a presentation to the library at its completion.
 - f. Leslie found that Christina's Cleaning service has good reviews online. Although the cost is a bit more, Leslie feels this would be the best option going forward.
 - g. Jane is hard at work prepping for Summer Reading. There will be a summer Carnival theme at the end of the program. Jane will participate in BookFest at the Discovery Center on May 17 to encourage Summer Reading participation.
 - h. Leslie has purchased pre-fabricated storage units for use in the Barn with money from the NYS Senate grant.
- 4. Building and Grounds Update**
- a. The Library front door required a temporary fix that the Town will repair this week.
 - b. Leslie is getting an estimate from Sean Keough for landscaping work and spreading the mulch which has been donated by Bowman Lumber.
- 5. Grant Activities for New and Existing Programs**
- a. We received \$2500 from the Community Foundation Library Grant for the TerraCycle/Landscaping project.
 - b. We received \$1000 from the Tioga State Bank (TSB) Foundation to provide extra sessions for the Making Yoga Accessible program. Tina will provide dates.
 - c. We did not receive the Walmart Spark Good grant in support of the Booked and Teen programs.
- 6. Old Business**
- a. CVCSD Budget vote is Tuesday May 20, 2025. Encouraging to know we do not need a Super Majority outcome for this year!
 - b. Melissa passed out an updated Committee List and a listing of policies needing creation or revision.
 - c. We did not qualify for a grant providing assistance in developing a Long-Term Plan so Mike will reach out to Shawn to see if she can provide us the notes she took at the previous Long Term Planning meeting to help revive our effort.
- 7. New Business**
N/A
- 8. Adjournment**
Motion to adjourn: Brady; Second: Mike; Motion Carried. Meeting was adjourned at 6:00 PM.
- 9. Next Meeting**
Tuesday, May 27, 2025, at 5:00 PM.

Respectfully Submitted,
Mary Connors, Secretary