

# DRAFT

## Fenton Free Library Board of Trustees Meeting – Tuesday, 22 July 2025

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

**Attendance:**, Kendra Bowman, Matthew Conlon, Mary Connors, Gretchen Grunder, Michael Mattick, Vanessa Moschak, Melissa Weber, and Leslie Weigand.

**Via Call-In:** Cassie Holdridge

**Approved Absence:** Brady Begeal, Jonathan Hussar

### 1. Secretary's Report

- a. Motion requested to approve the minutes of the June 24, 2025, Board meeting. Motion: Mike; Second: Matt; Motion Carried.

### 2. Treasurer's Report

- a. Mike provided the Treasurer's Report and the Financials report as of June 30, 2025.
  - a.i. Debit Card Transactions show nothing out of the ordinary. Costco purchase was made by Jane for Summer Reading.
    - a.i.1. Note that fewer items are listed this month as Amazon expenditures are now billed monthly with one invoice.
  - a.ii. Net loss of income is consistent with June 2024. We continue to be financially comparable year-to-year.
  - a.iii. Mike was able to increase the interest rate on the Money Market savings account to 3.5% compared to 0.5% in June. He will continue to investigate options to further "maximize the return on our savings".
- b. The Finance Committee was unable to meet in June, but have scheduled a meeting for Monday, August 4, 2025 at 3:00 PM.
- c. It was agreed to schedule a budget planning meeting for Thursday, August 28, 2025, at 5:00 PM at Mike's office. All interested Board members are invited.
  - c.i. The Finance Committee needs to generate a new Chart of Accounts in order to set up the new budget.
  - c.ii. Note that two systems will be in use for 2026 due to the process involved in replacing Aplos with QuickBooks.
  - c.iii. Melissa reminded everyone that the budget needs to be in place in order to generate the NYS Comptroller's Tax Levy Report which is due mid-October.
- d. Motion requested to approve the June 2025 Debit Card Transactions and June 2025 Financials reports. Motion: Matt, Second: Kendra; Motion Carried.

### 3. Director's Report – Leslie

- a. Summer Reading registration was held on Wednesday, July 9, with 200 registrations (so far). Week 1 was held at Arnold Park with approximately 80 in attendance. Week 2 will be tomorrow at Recreation Park in Binghamton.
- b. Leslie reported that Terra Cycle is up and running with a good response. She may look into expanding the program at some point in the future.
  - b.i. We spent just over \$2500 (Community Foundation Library Grant). Money not used from the Broome County Beautification grant will be used for other landscaping needs around the library.
- c. Leslie announced that all spots for the Fall Vendor Event on Saturday, October 4, 2025, have been filled. She is looking for more food trucks.

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## **4. Building and Grounds Update**

- a. The cabinets have been installed in the Barn. They match the décor nicely and will provide needed storage options.
- b. Planting of a viburnum tree will complete the landscaping project. The extra mulch will be distributed around the grounds.

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

- a. Gretchen increased the request to the M&T Charitable Foundation to \$1500 for support of the Booked/Teen program. Amount is pending.
- b. Gretchen and Leslie need to discuss options and determine an appropriate submittal for requesting the Tioga Downs Community Foundation grant this year since our previous request was unexpectedly declined.

## **6. Old Business**

- a. A meeting was held on July 9 to discuss the Long Range Plan. Melissa will have a draft version available for review at the September meeting.
- b. Melissa reminded people of their volunteer time slots for the upcoming Barnes & Noble Book Fair fundraising event on Saturday, August 16, 2025. A few late slots are still open.

## **7. New Business**

- a. The Budget planning meeting has been set for Thursday, August 28, 2025, at 5:00 PM at Mike's office for all interested Board members.

## **8. Adjournment**

Motion to adjourn: Mike; Second: Vanessa; Motion Carried. Meeting was adjourned at 5:35 PM.

## **9. Next Meeting**

Tuesday, September 23, 2025, at 5:00 PM. (There will be no meeting in August.)

Respectfully Submitted,  
Mary Connors, Secretary