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Fenton Free Library Board of Trustees Meeting – Tuesday, 24 June 2025

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

Attendance: Brady Begeal, Kendra Bowman, Matthew Conlon, Mary Connors, Gretchen Grunder, Cassie Holdridge, Jonathan Hussar, Michael Mattick, Melissa Weber, and Leslie Weigand.

Approved Absence: Vanessa Moschak

1. Secretary's Report

- a. Motion requested to approve the minutes of the May 27, 2025, Board meeting. Motion: Jonathan; Second: Melissa; Motion Carried.

2. Treasurer's Report

- a. Mike provided the Treasurer's Report and the Financials report as of May 31, 2025.
 - a.i. Debit Card Transactions show nothing out of the ordinary. The largest expense was at Lowe's for TerraCycle supplies.
 - a.i.1. Starting in June, there will be fewer items listed as the expenditures will be billed monthly with one invoice. Leslie will verify invoices.
 - a.ii. Net loss of income is consistent with May 2024. We are in a similar spot year-to-year.
- b. Mike reported that the Finance Committee met recently and plan to meet again in July. A conclusion made at their meeting is that Aplos is not doing the job needed for our type of library accounting. The Committee recommends switching to the QuickBooks desktop version for more efficiency and functionality
 - b.i. Benefits would include:
 - b.i.1. Cost savings (Mike owns the program; could switch to online in future at a reasonable cost if needed).
 - b.i.2. More control over our books with capability to adjust journal entries as needed and ability to generate P&L statements for each event/program.
 - b.i.3. Greater security of data than with Aplos.
 - b.i.4. Elimination of manually updating the Budget to Actual entries.
 - b.i.5. Provision to generate correct and timely data for State Report, 990 submission, Grant status, and Board reports.
 - b.ii. Brady made the motion to adopt QuickBooks and phase out Aplos as recommended; Second: Jonathan; Motion Carried.
 - b.iii. Mike will start to plan and set things up to go into effect on Jan 1, 2026.
 - b.iii.1. Finance Committee will generate a new Chart of Accounts.
 - b.iii.2. Note that it may be necessary to manually generate comparative statements for the first year depending on what data can be extracted from Aplos.
- c. Matt discovered that we are not getting the expected interest rate from Key Bank on our accounts. It appears that the status of our accounts changed with the last name change authorizations, and Key Bank is unable to rectify the lost interest. We are getting less than ½ of a percentage point when 4-6% would be an acceptable rate of return. Matt indicated that other types of accounts may be better for the library in our due diligence to make the money in our accounts

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work for the library's best interests (e.g., the Garrison bequest). Mike and Matt will investigate options to make at least some of the money "above and beyond budget use" more profitable for the library.

- d. Motion requested to approve the May 2025 Debit Card Transactions and May 2025 Financials reports. Motion: Brady, Second: Jonathan; Motion Carried.

3. Director's Report – Leslie

- a. Leslie provided a recap on the 5K:
Sponsorships, \$8600.
Registrations, \$3030
Misc expenses, \$1675
Overall income, \$9955.
Lesson Learned: Need 200 bibs on hand for 2026!
- b. Leslie reported that Jenn Luce will not continue as a Barnyard Buddy volunteer in the fall.
 - b.i. There was no objection to Emily, a part-time Clerk, taking on the BB role. As a result, this would become a paid position at minimal expense rather than volunteer.
- c. The Library has been decorated for Summer Reading.
 - c.i. Kick-off is July 9 from 10:00 am – 12 Noon
 - c.ii. Last day will be Wednesday, Aug 27 from 10:00 am -12 Noon with a Carnival at the Library. Volunteers from the Board are needed to help. The library will be closed to the public until 1:00 pm that day.

4. Building and Grounds Update

- a. The Town agreed to pay for the skunk remediation.
 - a.i. Traps were set and monitored but nothing was caught.
 - a.ii. Suspected area of entry was sealed up.
 - a.iii. Odor is gradually dissipating.
- b. Extra mulch from the landscaping project will be distributed around the grounds.

5. Grant Activities for New and Existing Programs

- a. Gretchen reported no change to the grant income status.
- b. Due to M&T adding required categories to their application that do not apply to us, Gretchen is working with them to find ways to make our application acceptable.

6. Old Business

- a. Melissa will schedule a meeting in July to work on the Long Range Plan for whomever is available to attend. Mike checked with Shawn and she has no notes to pass on from the previous meeting.
- b. Leslie indicated that the Dishonesty Bond is due every three (3) years and will not be due this year.
- c. Leslie handed out a summary of the 4CLS 2025 Salary & Benefits Survey Results
 - c.i. Results showed that only 2 of the 17 libraries responding offer a Tax Sheltered Annuity (403b) similar to what we would offer as a Retirement plan.
 - c.ii. Brady indicated that in New York state, non-profits are required to offer a retirement plan if they have 10 or more employees. We have 8.
- d. Leslie received confirmation that 4CLS has a cyber security insurance policy in force.

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7. New Business

- a. Melissa passed around a signup sheet for the next Barnes & Noble fundraising event on Saturday, August 16, which coincides with BU move-in weekend.
- b. Melissa reminded everyone that there is a 2-hour mandatory training requirement each year for every Trustee. There is still plenty of time to complete training if not already done.
- c. Leslie announced that Melissa and Mary will be attending the Executive Director Leadership Academy (EDLA) training session with her on August 5.
- d. An incident report was filed earlier this month about a vagrancy issue at the library.

8. Adjournment

Motion to adjourn: Jonathan; Second: Cassie; Motion Carried. Meeting was adjourned at 5:50 PM.

9. Next Meeting

Tuesday, July 22, 2025, at 5:00 PM.

Respectfully Submitted,
Mary Connors, Secretary