

Fenton Free Library Board of Trustees Meeting – Tuesday, 27 May 2025

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

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

Approved Absence: Matthew Conlon

Via Call-In: Vanessa Moschak

Insurance Presentation: Mr. John Hussar, Hussar Insurance Agency

Mr. Hussar summarized the three (3) types of policies in effect for the FFL:

1. Leatherstocking Cooperative Insurance Company, Cooperstown, NY
Business Personal Property (\$250,000) and Liability coverage (\$1M occurrence/\$2M aggregate)
Note: There is no building coverage since FFL does not own the building.
2. Western Surety Company (www.cnasurety.com), Sioux Falls, SD
Dishonesty Bond for intentional acts of fraud conducted by Director(s)
3. Mount Vernon Fire Insurance Company, Monarch E&S Insurance Services (Northeast)
Directors and Officers (D&O) Liability (\$1M), e.g., Errors of Omission
An option for Employment Practices Liability is available for additional \$174

Our coverages appear to be appropriate and adequate.

A question was raised about coverage for cyber crimes, e.g., ransomware attacks. Leslie will see if anything is provided by 4CLS since we use their online circulation system.

Melissa thanked Mr. Hussar for attending and providing this overview of coverages.

Board Member Introduction: Cassie Holdridge.

Melissa formally welcomed Cassie to her first meeting as a new member of the Board of Directors.

1. Secretary's Report

- a. Motion requested to approve the minutes of the April 29, 2025, Board meeting.
Motion: Brady; Second: Jonathan; Motion Carried.

2. Treasurer's Report

- a. Mike provided the Treasurer's Report and the Financials report as of April 30, 2025.
 - a.i. Debit Card Transactions show nothing out of the ordinary. Majority of expenses were for Barnyard Buddies graduation and Summer Reading.
 - a.i.1. In future months, there will be fewer items listed as Amazon expenditures will be billed monthly with one invoice. Leslie will verify invoices.
 - a.ii. Net loss of income is comparable to April 2024. Major expenses were for the 4CLS Electronic Catalog fee, the storage units, and carpet cleaning.
- b. Motion requested to approve the April 2025 Debit Card Transactions and April 2025 Financials reports. Motion: Jonathan, Second: Brady; Motion Carried.
- c. Mike will oversee the documentation of our Financial operations and internal controls to provide compliance with general accounting procedures and to ensure our ability to satisfy an audit.
 - c.i. The Finance Committee will be working on related policies and creating an official Chart of Accounts (COA).

3. Director's Report – Leslie

- a. Recent fundraising activities have been successful:
 - Webstore merchandise sales, \$458.56
 - May Hanging basket sales, \$246
 - Spring Vendor event, \$2304
 - 5K sponsorships, \$8600
 - 5K registrations (to date), \$1100
 - 5K gift card donations, many have been received to offset expenses for prizes
- b. Leslie discussed Board members' assignments for race day and confirmed all preparations are in order.
 - b.i. As a courtesy, road closure notices will be distributed to residents in the Ritchie Road/Prentice Street area. This was not done last year.
 - b.ii. Volunteers should arrive at 7:30 am to begin setup.
 - b.iii. Note that Hillcrest Booster Days are Saturday, June 14.
- c. Leslie attended a webinar about Background Checks which provided a sample Background Check policy we could use.
 - c.i. A Volunteer Policy is also recommended.

4. Building and Grounds Update

- a. The landscaping looks fantastic! The mulch was donated by Bowman Lumber, and the expense of landscaping work done by Sean Keough was covered by the Broome County grant.
- b. As anyone recently at the library with a nose knows, we have a skunk problem!?! The odor has been potent and lingering long enough that it seems likely we have a resident or 2 (possibly with young families) somewhere around or under the building. Leslie has contacted an animal control service in Harpursville with expertise in locating and removing skunks. His fee is \$1200.
 - b.i. Motion to engage his services at the amount quoted: Brady; Second: Jonathan; Motion carried
 - b.ii. Leslie will request financial assistance from the Town as well.

5. Grant Activities for New and Existing Programs

- a. Gretchen maintains a spreadsheet documenting year-to-date grant activities which is uploaded to our website. Current funding sources and projected funding needs are listed.
- b. Gretchen has met with Jocelyn in preparation for the Visions Cares grant proposal submittal intended to support the Booked/Teen program.
- c. Gretchen is also working a grant with the M&T Charitable Foundation for the Booked/Teen program.

6. Old Business

- a. CVCSD Budget vote was Tuesday May 20, 2025. The FFL Levy Proposition passed by a significant margin: 291 Yes / 56 No.
- b. Leslie has updated the Code of Conduct Policy to provide more detail related to Loitering and camping inside or outside of the Library as well as use of the Children's and Chapter Book rooms.
 - b.i. A motion to approve the updated Code of Conduct Policy was made by Jonathan; Second: Mike; Motion carried.
 - b.ii. Leslie also created the "FFL Incident Report Form" to document any actions taken by staff in carrying out the policy.
- c. The Scholarship Committee met and evaluated 9 candidates using our grid rating

system. One candidate clearly stood out for community service to the library - our Booked volunteer, Olivia Steffens. Melissa will present the award at the school on Monday, June 2, 2025.

7. New Business

N/A

8. Adjournment

Motion to adjourn: Mike; Second: Jonathan; Motion Carried. Meeting was adjourned at 6:15 PM.

9. Next Meeting

Tuesday, June 24, 2025, at 5:00 PM.

Respectfully Submitted,
Mary Connors, Secretary