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Fenton Free Library Board of Trustees Meeting – Monday, 24 November 2025

President Melissa Weber called the meeting to order at 5:07 PM.

Attendance: Brady Begeal, Kendra Bowman, Mary Connors, Cassie Holdridge, Vanessa Moschak, Melissa Weber, and Leslie Weigand

Excused Absence: Jonathan Hussar and Michael Mattick

Unexcused Absence: Matthew Conlon

1. Secretary's Report

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

2. Treasurer's Report

- a. Kendra presented the Financials and Treasurer's report as of October 31, 2025 that was provided by Mike via email.
 - a.i. We received the CVCSD budget allocation of \$199,880 as requested.
 - a.ii. Fundraising for the month of October brought in over \$3000.
 - a.iii. With Debit card expenses lower due to Amazon direct billing, \$2500 was transferred from the debit card account to the money market account as a loss prevention precaution. Leslie monitors the balance on a regular basis.
 - a.iv. Income and expenses continue to remain consistent with the prior year.
 - a.v. Motion requested to approve the October 2025 Debit Card Transactions and October 2025 Financials report. Motion: Vanessa; Second: Brady; Motion Carried.
- b. Due to staffing issues at Mike's office and his time limitations, Mike recommends that the Library engage a dedicated Bookkeeper. He recommends Tricia Welch of Balanced & Beyond LLC. She is willing to contract for this service; she is familiar with QuickBooks; and she would be able to work at Mike's office using his software allowing the Library to avoid that expense.
 - b.i. Cost would be about \$5 per hour higher than before (\$50/hour).
 - b.ii. It is anticipated that she would sign a contractor agreement as Mike has done.
 - b.iii. Motion requested to approve Tricia Welch , Balanced & Beyond LLC, as Bookkeeper for the Library. Motion: Cassie; Second: Brady; Motion Carried.
- c. On a related topic, due to Mike's growing business and time limitations, he requests that we elect another Treasurer at our earliest convenience. He intends to be available to oversee the Aplos to QuickBooks transition and to provide assistance to a new Treasurer, so there is no determined stop date. Mike will continue on the Board in a non-officer position once a new Treasurer is elected.
 - c.i. With no one currently on the Board with appropriate qualifications, we need to find a candidate to join the Board with the intent of becoming the Treasurer. Mike has a candidate in mind, as do several other Board members.
 - c.i.1. This will require a By-Law change to modify the number of Board members from 9 to 10. Vote to be held at a future meeting.
 - c.i.2. Melissa requested that she and Leslie be included in the Board Succession committee's interview process and deliberations since this

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is a very important and visible position for the Library.

- c.ii. Interested candidates need to submit resumes to Brady by December 31, 2025. Preferred candidates would have the necessary financial expertise, time available, willingness to support the Library's goals, and ability to provide commitment to the Board's term expectations.

3. Director's Report – Leslie

- a. Fundraisers
 - a.i. The Toy Sale held last week was a “spectacular” success, adding \$5073 to our income. This ranks as our 2nd biggest fundraiser behind the 5K in June. Many thanks go out to Melissa and Lisa Bolles who donated many hours of work towards this effort – collecting, storing, cleaning, pricing, and setting up! This would not have happened without them.
 - a.i.1. Due to its growing popularity (~120 people outside waiting for doors to open), the large amount of items for sale, and the cramped space, several ideas for improving the sale in the future were discussed.
 - a.i.2. Also discussed was a suggestion that we should start requesting donations earlier (perhaps hand out flyers at the Spring/Fall vendor sales) as well as reaching out to a wider audience.
 - a.ii. With limited scheduling availability, the Barnes & Noble book fair fundraisers in November (and August) have not been as successful as these fundraisers were in past years. We will evaluate future participation.
 - a.iii. The Pit Stop Popcorn fundraiser is ongoing until December 3, the last day for orders. Order pickup will be available on December 19.
- b. Leslie requested and received confirmation that Board members had received and reviewed the updated *Zines Exchange Policy*.
- c. Staff have been experiencing issues with Microsoft which Tyson, our techy volunteer, was not able to fix. Issues are stemming from a licensing change affecting non-profit organizations. It will be necessary to pay a monthly fee to continue using the Microsoft 365 software.
- d. Leslie gave Board members their assignments for the annual Tree Lighting on Friday, December 5. Board Members should arrive by 4:30.
 - d.i. Leslie needs help putting up the outdoor tree which requires a tall ladder. Leslie will contact Matt and Gretchen. If more help is needed, Kendra may be able to assist in getting a ladder.

4. Building and Grounds Update

- a. The wildlife removal company returned but could not determine why we continue to have skunk odors. The smell is somewhat lessened, but Leslie will contact another pest control company after the tree lighting.

5. Grant Activities for New and Existing Programs

N/A

6. Old Business

N/A

7. New Business

- a. Grady will be emailing the *Library Trustee Self-Assessment* and the *Executive Director Evaluation* forms to Board Members. Please complete and return to him by December 15.
- b. In conjunction with the upcoming Volunteer Appreciation event on December

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15, discussion was held about purchasing a new plaque for the wall and/or updating the existing Board Plaque currently displayed on a bookcase. Leslie will investigate options.

8. Adjournment

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

9. Next Meeting

Monday, December 15, 2025, at 5:00 PM, following the Volunteer Appreciation event at 4:00 PM.

Respectfully Submitted,
Mary Connors, Secretary