

Fenton Free Library Board of Trustees Meeting – Tuesday, 28 October 2025

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

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

1. Secretary's Report

- a. Motion requested to approve the minutes of the September 23, 2025, Board meeting. Motion: Mike; Second: Jonathan; Motion Carried.

2. Treasurer's Report

- a. Mike provided the Treasurer's Report and the Financials report as of September 30, 2025.
 - a.i. Mike is looking forward to the switch to QuickBooks which is on track for 2026.
 - a.ii. Leslie questioned the large income amount attributed to Replacement Book Fees for the month. Upon review, Mike agreed the allocation was incorrect, and he will provide a new report for the web posting.
 - a.iii. Largest expense was the purchase of donuts for the Krispy Kreme fundraiser.
 - a.iv. Income and expenses remain consistent with the prior year.
 - a.v. Motion requested to approve the September 2025 Debit Card Transactions and September 2025 Financials report with corrections as discussed. Motion: Jonathan; Second: Kendra; Motion Carried.
- b. Mike noted that the proposed 2026 operating budget distributed to the Board members last month was modified for a small increase to the Office Supplies category. An updated Proposed 2026 Operating Budget was provided.
 - b.i. By using a small amount from Reserves to balance the proposed 2026 operating budget, we will avoid asking extra from taxpayers. By doing this, a majority vote is all that is required to pass the budget.
 - b.ii. The line item for Aplos Accounting Fees will remain until the switch is complete and all information transfer is verified.
 - b.iii. The tax cap was submitted to NYS this past week.
 - b.iv. Motion requested to approve the proposed 2026 Operating Budget. Motion: Matt; Second: Vanessa; Motion Carried.

3. Director's Report – Leslie

- a. Leslie requested that Board members remain after the meeting to record a video Thank You to the Community Foundation for South Central New York.
- b. Leslie has identified a need to provide a means for patrons to share and exchange self-published Zines (i.e., mini books). She distributed a proposed *Zine Exchange Policy* to cover this new service. Upon discussion it was recommended that the policy be revised to note that the Zines would be reviewed and approved by the Director, and an identifying stamp be used to show approval.
 - b.i. A Motion was made by Brady to approve the *Zine Exchange Policy* with changes as discussed; Second: Jonathan; Motion carried.
- c. The Teen Club for ages 14 through 18 held its first meeting in October with 9 (nine) in attendance! One meeting a month has been scheduled for November and December, and, per the Teen Advisory Board, there will be 2 (two) meetings per month starting in January 2026.
- d. The Vendor Event on October 4 raised a total of \$3044, including vendor fees

(\$1580) and Library sales of books, totes, candy, etc. (\$1464).

- e. Leslie reminded the Board that the annual Tree Lighting will be on Friday, December 5. All Board Members are expected to attend and should arrive by 4:30.
- e.i. Raffle baskets should be turned in at least a week prior (best if before Thanksgiving weekend). It is anticipated that each Board Member will provide a basket. If unable to provide a basket or to shop for basket items, Melissa is willing to do the shopping and put together a basket for you for the dollar amount you provide.
- f. It was agreed that the Volunteer Appreciation Event will be held on Monday, December 15, starting at 4:00 pm with the Board meeting following at 5:00 PM.
- g. Leslie reminded the Board Members of the trustee training requirement which needs to be completed by the end of the year. She will send information about training opportunities that are currently scheduled or available online.

4. Building and Grounds Update

- a. It is obvious and extremely disappointing that the skunk problem has returned. Leslie will contact the pest company and the Town once again to see what can be done to resolve this issue once and for all.
- b. Leslie reported dissatisfaction with the limitations of the programming parameters of the smart thermostat in the Barn. She will continue to work with Bryant to try to obtain someone able and available to re-program the settings for optimum comfort and efficiency.

5. Grant Activities for New and Existing Programs

- a. We received \$1500 from the Community Foundation Library Grant (Fall '25) for the Toddler Table Modifications (ability to fold) and the Comics Plus collection.
- b. Melissa reminded everyone that Gretchen will be retiring as Grant Writer at the end of 2025.

6. Old Business

- a. The next B&N fundraiser will be Sunday, November 9. Anyone who did not sign up for a shift is encouraged to do so. Vouchers will be available at the library in advance.
- b. More toys are needed for the Used Toy Sale that will be held Friday, November 21 from 10 am – 6 pm and Saturday, November 22 from 10 am to 2 pm.
 - b.i. Volunteers were identified for setup on Thursday, sales on Friday and Saturday, and cleanup on Saturday around 2:00 pm.
 - b.ii. All items must be removed on Saturday due to community use of the Barn space on Sunday.
- c. Board Members were reminded that they are expected to volunteer for at least 4 (four) events each year.

7. New Business

N/A

8. Adjournment

Motion to adjourn: Vanessa; Second: Brady; Motion Carried. Meeting was adjourned at 5:33 PM.

9. Next Meeting

Monday, November 24, 2025, at 5:00 PM.

Respectfully Submitted,
Mary Connors, Secretary