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Fenton Free Library Board of Trustees Meeting – Monday, 24 February 2026

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

Attendance: Brady Begeal, Kendra Bowman, Matthew Conlon, Mary Connors, Michael Mattick, Christine Reid, Nicole Waskie-Laura, Melissa Weber, and Leslie Weigand

Call-In: Cassie Holdridge

Approved Absence: Jonathan Hussar

Guest: Tricia Welch, FFL Bookkeeper

Melissa welcomed our two new Board members, Christine Reid and Nicole Waskie-Laura. Individual introductions were made by all Board members.

Melissa handed out a revised Board of Trustees roster and list of Committee assignments.

1. Secretary's Report

- a. Motion requested to approve the minutes of the January 26, 2026, Board meeting.
Motion: Mike; Second: Matt; Motion Carried.

2. Treasurer's Report

- a. Mike presented the Financials and Treasurer's Report as of January 31, 2026, and explained the new report data, terminology, and formatting improvements provided by using QuickBooks.
 - a.i. Mike expressed appreciation to Christine and Tricia for all their work this past month implementing the Aplos to QuickBooks conversion. Next step is to implement the new system with Leslie.
 - a.ii. As the year goes on, more data will be visible for comparison purposes.
 - a.iii. Unfortunately, the conversion to QuickBooks desktop will not work. Mike is investigating a conversion to Excel for historical reference.
 - a.iv. Income and expenses continue to remain consistent with the prior year.
 - a.v. Motion requested to approve the January 2026 Debit Card Transactions and January 2026 Financials report. Motion: Mike; Second: Mary; Motion Carried.
- b. The *Accounting and Financial Policy and Procedures* document updated by Mike and the Finance Committee was discussed.
 - b.i. Based on new implementations of the QuickBooks system, this update ensures proper controls are in place both to protect Leslie and to be compliant in the event of a third party audit.
 - b.ii. Several changes were recommended concerning monetary approval caps for both Leslie and the Finance Committee.
 - b.iii. Kendra made a motion to approve the *Accounting and Financial Policy and Procedures* document as amended and recapped by Mike; Second: Matt; Motion Carried.
- c. Melissa announced receipt of Mike's formal resignation as Treasurer. (He is not resigning from the Board.)
 - c.i. Melissa requested a motion to accept Mike's resignation as Treasurer. Motion: Brady; Second: Kendra; Abstain: Mike; Motion carried.
 - c.ii. Melissa then requested a motion to approve Christine Reid as the new Treasurer with Mike as Assistant Treasurer. Motion: Mike; Second: Matt; Motion Carried.

3. Director's Report – Leslie

- a. Leslie reviewed fundraising status to date.
 - a.i. Krispy Kreme was a net gain of \$910; less than usual for the Spring event. It was

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noted that CV Nursery School also had a sale at the same time.

- a.ii. Leslie plans to do the flower sale (hanging baskets) again this spring.
- a.iii. So far \$830 has been received for Spring Vendor Market reservations. Leslie is still looking for a food truck. Please let her know if you have any contacts in that area.
- a.iv. The book swap at New Leaf Cider “LETS GET LITerary!” Event (on February 1) was a big success; both in donations received and the exposure gained within our community.
- b. Leslie announced that Kathy has submitted her resignation as Part Time Clerk, and her last Saturday will be February 28. She is willing to help out with Tuesday/Thursday shifts until a new clerk is hired.
 - b.i. Several resumes have been received, and four interviews are scheduled so far.
 - b.ii. Leslie distributed an updated Library Clerk job description for information and review.
- c. Leslie distributed her brochure summarizing the New York State required Annual Report for 2025. The February due date appears to be pushing out to April due to a lack of a vendor to process the uploads. Leslie has completed a draft and is waiting for further instruction to be able to complete and upload.
 - c.i. It was noted that Book Circulation numbers have increased in every category; circulation of Other materials was significantly less than 2024.
- d. Leslie reminded everyone to be collecting sponsorships and gift cards for the 5K coming up in June.
 - d.i. Leslie provided copies of the Sponsorship letters for this year.
 - d.ii. She will be emailing further information and a link to the sponsorship spreadsheet that should be updated as sponsors are contacted.

4. Building and Grounds Update

N/A

5. Grant Activities for New and Existing Programs

- a. Leslie handed out a *Grant Submission Tracking* spreadsheet that she will be maintaining.
 - a.i. We received more than requested from the Community Foundation of South Central New York Spring Library Fund for the Adult Tables!
 - a.ii. A request to the Price Chopper/Market Cares program for \$500 for Summer Reading snacks is under review.

6. Old Business

- a. Melissa reported that the Library’s Tax Ballot Proposition was approved at the February CVCS D Board of Education Meeting.
 - a.i. Voting day is Tuesday, May 19 from Noon to 8:00 pm at the High School.

7. New Business

N/A

8. Adjournment

Motion to adjourn: Mike; Second: Matt; Motion Carried. Meeting was adjourned at 5:45 PM.

9. Next Meeting

Tuesday, March 24, 2026, at 5:00 PM.

Respectfully Submitted,
Mary Connors, Secretary