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Fenton Free Library Board of Trustees Meeting – Monday, 26 January 2026

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

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

1. Secretary's Report

- a. Motion requested to approve the minutes of the December 15, 2025, Board meeting. Motion: Mike; Second: Matt; Motion Carried.

2. Treasurer's Report

- a. Mike presented the Financials and Treasurer's report as of December 31, 2025.
 - a.i. Similar to last month, we earned \$821 in interest for this month.
 - a.ii. Fundraising and donations during the month of December again brought in more income than budgeted.
 - a.iii. The annual Worker's compensation insurance of \$862 was paid ahead in December 2025 for 2026. This is good through January 7, 2027.
 - a.iv. Income and expenses continue to remain consistent with the prior year.
 - a.v. Equipment and Furnishings were more than budgeted, but covered by additional grants received during the month.
 - a.vi. Motion requested to approve the December 2025 Debit Card Transactions and December 2025 Financials report. Motion: Jonathan; Second: Kendra; Motion Carried.
- b. Earlier this month Mike met with a candidate for the open Board position to discuss her willingness to take on the Treasurer role if elected to the Board, and as a result, he recommended that the Board Succession committee proceed with the nomination and vetting process for Christine Reid. Tonight, he reiterated his opinion that she would be a good fit for our Board.
- c. Mike reported that Tricia is adapting well to her role as Bookkeeper and that the conversion to QuickBooks is nearing completion. Once enabled, this system will require less manual manipulation.

3. Director's Report – Leslie

- a. Leslie requested approval of the recently completed *FFL Employee Handbook* which Melissa had emailed to the Board members for review. After discussion about the Paid Time Off (PTO) policy, it was decided that:
 - a.i. Full-time employees (25 or more hours/week) are eligible for two (2) weeks PTO as of January 1 each year.
 - a.i.1. Three (3) weeks PTO may be granted for 10+ years of completed service, and four (4) weeks PTO for 20+ years of completed service.
 - a.i.2. There will be no carry-over except for extreme situations on a case-by-case basis.
 - a.ii. Motion required to approve the *FFL Employee Handbook* with changes as discussed. Motion: Mike; Second: Cassie; Motion Carried.
- b. Leslie has applied for a \$2500 grant from the Community Foundation to be used to replace broken and aging adult tables in the library (2 rectangular tables, 2 square tables, and 4 chairs, all to be stained to match existing furniture). This will increase seating by one square table and the accompanying 4 chairs.
- c. Last day to order Krispy Kreme donuts is this Wednesday, January 28. Orders will

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be available for pickup on Friday, February 6.

- d. Leslie distributed the 2026 *Board Orientation Packet*. New for this year is a form to keep track of 'Volunteer Events Attended' and 'Trustee Training Attended'. Two (2) items included in the packet need Board members' immediate attention for review and signature by next month's meeting:

- d.i. *Conflict of Interest*

- d.ii. *NYS Sexual Harassment Prevention Training Assessment Form*

4. Building and Grounds Update

- a. We are wondering if there is some way to capitalize on our continuing skunk odor. Perhaps a campaign such as one suggested by Mike: 'Reading Doesn't Stink (even if our library does)'?
- b. Leslie continues to work with the Town to improve the plowing process to make sure Emergency Exits are not blocked by snow banks, etc.

5. Grant Activities for New and Existing Programs

- a. Mike indicated Grants received will become part of the Treasurer's Report and Financials under the QuickBooks system.
- b. Leslie will look into providing a grant spreadsheet that includes Pending grants similar to what Gretchen prepared.

6. Old Business

- a. Melissa met with Leslie earlier this month to present the findings of the completed *Executive Director Evaluation* forms. Overall assessment was 'Stellar'. The Board greatly appreciates the outstanding job Leslie is doing.
- b. The *Library Trustee Self-Assessment* forms were completed by all Board members. Brady will compile and report on the results of the assessments at the February meeting.
- c. Jonathan reported on the Board Succession committee's activities in January (Jonathan, Brady, Mary). He received applications from four candidates for open Board positions: one candidate withdrew due to personal issues; one candidate who could commit to only 1 year of service was rejected with a recommendation for various available volunteer opportunities within the Library, and two candidates were offered interviews via Google Meet which were accepted and held on Thursday, January 22.
 - c.i. The Board Succession Committee highly recommends that Nicole Waskie-Laura be approved as a Board member to fill out Vanessa Moschak's unexpired term of less than one year. In doing so, Nicole would be eligible for two (2) more 3-year terms following the completion of this year.
 - c.i.1. Motion to approve Nicole Waskie-Laura as a new Board of Trustees member: Cassie; Second: Brady; Motion Carried
 - c.ii. To comply with our By-Laws and enable us to add a Board member position as we have deemed necessary, a Motion is required to amend the By-Laws changing the number of Trustees from nine (9) members to ten (10) members.
 - c.ii.1. Motion to amend the By-Laws, Article IV - Management, Item 1., last sentence, to state that "the number of Trustees shall be ten (10).": Jonathan; Second: Brady; Motion Carried
 - c.iii. The Board Succession Committee also highly recommends that Christine Reid be approved as a Board member with the expectation that she will be approved as Treasurer at the next scheduled meeting.

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- c.iii.1. Motion to approve Christine Reid as a new Board of Trustees member: Mike; Second: Kendra; Motion Carried
- c.iv. The Board thanks Jonathan for chairing the Board Succession committee and completing the nomination and interview process in a timely and efficient manner.

7. New Business

- a. The CVCS D Tax Ballot Proposition was presented to the Board for review and approval.
 - a.i. Motion to approve the CVCS D Tax Ballot Proposition: Mike; Second: Jonathan; Motion Carried
 - a.ii. The Tax Ballot Proposition was signed by Melissa, President, and Mike, Treasurer, and notarized by Brady for submission to the CVCS D Board of Education prior to their February meeting.
- b. Melissa announced that the Fundraising Committee and Scholarship Committee have pending business and need to meet in a timely manner.
 - b.i. Dates were set as follows: Fundraising at 4:30 pm on February 24; Scholarship at 5:00 pm on Thursday, April 23.

8. Adjournment

Motion to adjourn: Cassie; Second: Matt; Motion Carried. Meeting was adjourned at 6:00 PM.

9. Next Meeting

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

Respectfully Submitted,
Mary Connors, Secretary