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Fenton Free Library Board of Trustees Meeting – Monday, 28 April 2026

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

Attendance: Brady Begeal, Matthew Conlon, Cassie Holdridge, Jonathan Hussar, Michael Mattick, Christine Reid, Nicole Waskie-Laura, Melissa Weber, and Leslie Weigand

Call-In: Mary Connors

Approved Absence: Kendra Bowman

1. Secretary's Report

- a. Motion requested to approve the minutes of the March 24, 2026, Board meeting. Motion: Jonathan; Second: Matt; Motion Carried.

2. Treasurer's Report

- a. Christine presented the Financials and Treasurer's Report as of March 31, 2026.
 - a.i. Christine will continue to provide a summary of the month's financial highlights on the first page of the report but emphasizes that each Board member should review all pages.
 - a.ii. Christine pointed out that once again our interest rate was lowered to 1.65% by KeyBank despite promises that would not happen again. All agreed that we need to find a new bank that will be honest with us and provide an acceptable interest rate. Christine and Matt will research options; perhaps Chemung, Tioga State, or a credit union if that is allowed for Non-profit organizations.
 - a.iii. Compared to March 2025, March 2026 expenses "represent an approximate 11% decrease", and income "decreased net loss year-over-year reflects last year's ADA modifications that do not need to be repeated annually."
 - a.iv. Motion requested to approve the March 2026 Debit Card Transactions and March 2026 Financials report. Motion: Brady; Second: Mike; Motion Carried.
- b. Matt mentioned that he has created an investment portfolio for another library which may provide guidance for an investment policy of our own in an effort to manage the impact of inflation particularly on our endowment fund.
- c. Mike has completed all of Form 990, *Return of Organization Exempt From Income Tax*, except entering the number of volunteers which Leslie will provide. Mike noted that the new QuickBooks format was developed with the ease of completing Form 990 in mind for future submittals.
 - c.i. Motion requested to approve Form 990 with additional information to be added as noted. Motion: Jonathan; Second: Cassie; Motion Carried.

3. Director's Report – Leslie

- a. As part of Volunteer Appreciation Week, Leslie expressed her appreciation to the Board of Directors and presented each member with a small gift (re-usable tote) and a gourmet cookie from the Flour Petal Cookie Company, one of our recent vendors.
- b. Leslie summarized current Fundraising efforts:
 - b.i. Last day to order hanging plants is this Friday, April 28; plants will be delivered on May 8.
 - b.ii. Despite terrible weather on Saturday, there was a decent turnout for the Vendor Fair, and vendors seemed happy with the event. Including registration fees, the Library income from the Book Shed, miscellaneous sales, and the 50/50 Raffle amounted to a little over \$2000. The winner of the Raffle donated half back to the Library. Kudos to Leslie for all her effort in making this event happen.
 - b.iii. 5K sponsorships are expected to total around \$7500. Runner registrations either in person or online through *RunSignup*, must be in by May 12 to ensure receiving a tee-

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shirt. Mike offered to help maintain a spreadsheet to track runner times.

- b.iv. Tricia sent Leslie information about a potential fundraiser with Hoffman Car Wash. This program offers 2 wash packages with 50% of sales going to the Library. Leslie is considering this in time for Father's Day.
- c. Kathy Bartolone has been hired as a Part-Time Clerk to fill the open position, and Caitlyn Holton will serve as a Part-Time Clerk to work one Saturday a month with the option to fill-in at other times. Both new hires were volunteers at the Vendor Market on Saturday.
- d. Leslie requested input on the feasibility of asking for donations to help support programs such as Bingo, Community Craft nights, etc., that we co-sponsor with Springbrook. It was agreed that these events would not be advertised as donation based, but the opportunity would be made available for attendees to contribute to the cost of these programs if able.
- e. Leslie received a 'compliance' call from Paychex concerning policies they say we need. Leslie has already attended training on some of these topics and will be able to produce the following plans or policies without Paychex assistance: Narcan, Extreme Heat (for outside events), Emergency Evacuation, and Disaster/Contingency.
- f. Christine and Melissa met with Leslie to discuss the feasibility of an Annual Appeal mailing. Even with a Non-Profit rate, the cost of the USPS permit application and annual fees along with the per piece pricing plus printing expenses were determined to be cost prohibitive. The committee will continue to research other options both online and perhaps a mailing piggy-backing on other mass mailings done by the Towns.

4. Building and Grounds Update

- a. The replacement water fountain has been installed. The Town is paying for the electrician who was needed for proper installation and also will take care of the packing and return shipping of the old one. We appreciate their assistance with this matter.

5. Grant Activities for New and Existing Programs

- a. The new tables and chairs have been delivered for staining. One small table is finished and already in use at the Library. The remaining tables and chairs should be available for use soon. The old ones will be in off-site storage until they can be sold.
- b. A \$250 gift card from Price Chopper/Market 32 Cares has been received and will be used by Debi for Summer Reading snack expenses.

6. Old Business

- a. Leslie submitted the Annual Report to Four County who approved it and forwarded it to the state as required by the due date.
- b. Computers and printers approved for purchase last month were obtained and sent to Four County for installation of applicable software. Leslie is working out some kinks before all the new equipment will be up and running.

7. New Business

- a. The Scholarship Committee (Melissa, Kendra, Mary) met on Thursday, April 23. The recipient of our \$500 scholarship was chosen from 4 well-rounded applicants.
- b. Melissa reminded everyone to vote YES for the CVCS D Budget on Tuesday, May 19, and to encourage friends and family to do so also.

8. Adjournment

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

9. Next Meeting

Tuesday, May 26, 2026, at 5:00 PM.

Respectfully Submitted,
Mary Connors, Secretary