

# DRAFT

## Fenton Free Library Board of Trustees Meeting – Monday, 26 May 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, Cassie Holdridge, Michael Mattick, Christine Reid, Nicole Waskie-Laura, Melissa Weber, and Leslie Weigand

**Approved Absence:** Jonathan Hussar

### 1. Secretary's Report

- a. Motion requested to approve the minutes of the April 28, 2026, Board meeting. Motion: Matt; Second: Christine; Motion Carried.

### 2. Treasurer's Report

- a. Christine presented the Financials and Treasurer's Report as of April 30, 2026.
  - a.i. Christine noted that the Treasurer's Report shows amounts rounded to the nearest 10.
    - a.i.1. Categories summarized include Income, Expenses, Net Income, Budget to Actual (Year-to-Date), and Grant Activity.
  - a.ii. Christine and Tricia are still tweaking the YTD Actuals versus Budget compilations and will send out an updated version when completed.
  - a.iii. April 2026 expenses "represent an approximate 10% decrease compared to April 2025", and the net loss in income was "primarily driven by the annual Four County Library System cataloging fee".
  - a.iv. Motion requested to approve the April 2026 Debit Card Transactions and April 2026 Financials report. Motion: Mike; Second: Kendra; Motion Carried.

### 3. Director's Report – Leslie

- a. Leslie summarized current Fundraising efforts:
  - a.i. Flower sale profit was \$411. This is more than last year's profit.
  - a.ii. 5K sponsorships total \$7775. Ms. Amy is working on acquiring more gift card donations.
  - a.iii. Leslie has announced a "Father's Day" fundraiser with Hoffman Car Wash. Physical vouchers can be ordered at the Library through June 10<sup>th</sup>. Vouchers can also be ordered online at [Hoffman Helping Hands](#) until June 12<sup>th</sup>.
- b. Leslie distributed two new policies for review via email. The Board recommended that the policies be accepted with no changes required.
  - b.i. Motion to approve new policy, *Extreme Heat Policy for Outdoor Events*: Motion: Christine; Second: Mike; Motion Carried.
  - b.ii. Motion to approve new policy, *Naloxone (Narcan) Administration Policy*: Motion: Christine; Second: Cassie; Motion Carried.
  - b.iii. The Policy Committee (Jonathan, Mary, Melissa, Nicole) will meet on Monday, June 14 at 4:30 pm to work on other needed policies.
- c. Leslie recently received an invitation for the library to participate in the CV Community Night to be held on Tuesday, June 2 at 6:00 pm at the High School. Melissa and Mike volunteered to represent the Library at this event.
- d. The Booked program (for pre-teens) requested permission for a sleepover at the Library. After discussion, this request was not approved, but a suggestion was made that an early evening event such as a Movie Night would be more appropriate and acceptable. This would be a 'no tech' event open only to Booked members.
- e. Leslie indicated that the Amazon Pay by Invoice program is not working out as expected and is actually more work for staff than the previous arrangement. It turns out that the previous process of recording debit card expenses was more efficient. It was agreed to

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return to that method going forward. Policy controls exist to allow Leslie, Debi, Trudy, and Ms. Amy to have debit cards for use.

## 4. Building and Grounds Update

- a. Bowman Lumber will deliver mulch which they are donating for the landscaping refresh. We have a volunteer who will weed the mulch beds and spread mulch where needed.
- b. The thermostat was worked on but is not improved. More effort is needed.

## 5. Grant Activities for New and Existing Programs

- a. The new tables and chairs have been delivered. They look great!
- b. Leslie indicated that Visions FCU may be a potential source for an additional grant to support Summer Reading.
- c. Brady suggested contacting GHS Federal Credit Union for grant possibilities as our Library programs would align with their emphasis on giving back to the community.

## 6. Old Business

- a. The CV budget passed, and our Library funding proposition passed with an 82% approval rate!
- b. Considering our solid funding through the school budget proposition, and the prohibitive cost of preparation and postage, it was agreed that a mass distribution funding appeal is not needed at this time.
- c. Leslie distributed the list of volunteer assignments for the 5K on Saturday, June 6. Volunteers should be at the Library at 7:30 am for setup.
  - c.i. Hillcrest Booster Day is also on Saturday, June 6, but the Library is not participating this year.

## 7. New Business

- a. Since no one knows what happened to the commemorative Moody Memorial Library plaque that used to be on the building, a local resident, Arthur Grace, is willing to donate \$1000 to replace it. Leslie received a quote of \$1350 for a comparable plaque, and the Town has agreed to mount and install it. It was agreed to proceed with this project and to plan a dedication ceremony as part of the installation.
- b. Having confirmed that GHS FCU can take on the Library as a client, it was agreed that we should transfer our accounts from KeyBank to them. There was some discussion on the best way to transfer funds assuring accountability and the most beneficial interest accumulation.
  - b.i. Leslie and Christine will be designated as the authorized signers on the new accounts.
  - b.ii. The Finance Committee will establish a plan and timeline for transferring our accounts in stages with the goal of closing the KeyBank account by the end of this calendar year. Mike and Matt will produce a first draft for review.
- c. Mike reported that all information has been transferred from Aplos into QuickBooks, and he is ready to cancel the Aplos subscription. He is hoping for a pro-rated refund, but that is not guaranteed.

## 8. Adjournment

Motion to adjourn: Mike; Second: Kendra; Motion Carried. Meeting was adjourned at 5:50 PM.

## 9. Next Meeting

Tuesday, June 23, 2026, at 5:00 PM.

Respectfully Submitted,  
Mary Connors, Secretary