Fenton Free Library Board of Trustees Meeting – Monday, 23 June 2026

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

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

1. **Secretary's Report**
   a. Motion requested to approve the minutes of the May 26, 2026, Board meeting. Motion: Christine; Second: Jonathan; Motion Carried.
2. **Treasurer's Report**
   a. Christine provided the Financials and Treasurer's Report as of May 31, 2026 via email prior to the meeting.
      a.i. The Report included a section specifically for the 5K fundraising effort.
      a.ii. Christine noted that for whatever reason, we received the normal interest rate for two months back-to-back, but progress continues to be made in the effort to switch banks. More information will be presented next month.
      a.iii. Motion requested to approve the May 2026 Debit Card Transactions and May 2026 Financials report. Motion: Cassie; Second: Mike; Motion Carried.
3. **Director's Report – Leslie**
   a. Leslie summarized current Fundraising efforts:
      a.i. Due to miscommunication resulting in the unavailability of the vouchers in time for Father's Day, the Hoffman Car Wash fundraiser was not as successful as preliminary figures suggested. Instead of selling 16 vouchers, only 7 were actually purchased.
      a.ii. The 5K generated $10,376 in net income; the largest 5K amount in its history!
      a.iii. After reviewing the requirements for hosting a Doug's Fish Fry fundraising event, it was determined that the logistical effort in finding an appropriate, approved location and providing advertising likely would be more than the profit made, if any, since sales must exceed $3000 before any profit would be realized by the Library. Leslie will not pursue this fundraising option.
   b. Leslie presented the Four County Library System's Overdrive proposal which was emailed to the Board with the Agenda. The Overdrive proposal will increase the digital content of the 4CLS by enabling increased regional reciprocal borrowing agreements with other library systems beyond 4CLS. This proposal will assess a 10% increase in library fees to member libraries over the next three years. If approved by the member libraries, the new fee structure (attached to the proposal) will be put into place in 2027 and run through 2029. Leslie will vote Yes on the ballot which is due by June 30, 2026.
   c. Since Callie will be going to college in the Fall, we need to hire a new Page for approximately 6 hours per week. Leslie has posted the job opening in an effort to have a new hire in time for Callie to train before she leaves.
   d. Since Bert Adams picks up recycling only every 2 weeks, we are in need of an additional recycling bin since our cardboard recycling alone exceeds the capacity of one bin. Cost would increase @12.20 per month (includes library discount). It was suggested to contact Casella for their pricing options since they pick up recycling every week. Leslie will check on that option.
   e. Leslie has purchased a collage frame which she would like to use to display pictures of the Board Members. This means that each Board member needs to provide a head shot for the frame. Please email your photo (does not need to be professionally taken) to Jonathan who

has offered to ensure all photos have a similar background for uniformity.

f. Leslie has been attending webinars and working intensely to ensure our Library meets the newly required "Minimum Standards for Libraries" designated by the NYS Library.
    - f.i. The Standards include the following areas of concern:
      Written Bylaws (available to public online and93 in person)
      Long Range Plan (available to public online and in person)
      Report to the Community (needs enhancements)
      Written Policies
      Written Budget
      Evaluating Effectiveness
      Hours
      Maintaining a Facility to Meet Community Needs
      Programming
      Technology to Meet community Needs
      Provide Access to Current Library Information
      Employing a Paid Director
      Technology Training for Staff
      Community Partners
    - f.ii. Progress is being made on completing the needed policies and documenting compliance.
    - f.iii. Due to NYS emphasis on this area of operations, Leslie suggests it would be helpful in the future, if possible, to have a Board Member with a background in Human Resources.

g. Leslie reported that the new printer is not meeting the specifications as advertised. We have used an excessive amount of toner for usage much below stated capacity. Tyson has tried to investigate and make adjustments, but the toner cost is already beyond budgeted expenses. Although it is past the Best Buy warranty timeframe, it was suggested that Leslie contact Best Buy and describe this performance issue in context of our limited non-profit budget in hopes that they will act in good faith and provide an exchange option. Otherwise, Leslie will have to pursue restitution through the manufacturer's warranty process.

4. **Building and Grounds Update**
    a. As a result of Leslie's long-term and persistent effort working with Bryant Heating and Air Conditioning, a technician with the needed expertise from Tri-County Refrigeration was brought in to reprogram the thermostat, and it is finally adjusted correctly!
    b. The landscaping project has been completed and looks great. Thanks again to Bowman Lumber for the new picnic table and mulch.
5. **Grant Activities for New and Existing Programs**
    a. Leslie has contacted the CEO of the GHS Federal Credit Union for funding to support ½ of the budgeted amount needed for Summer Reading. She has not received a reply as yet.
6. **Old Business**
    a. Leslie has ordered the new Moody Memorial Library dedication plaque from Catskill Castings at a slightly increased cost ($1475) due to additional lettering and placement. She also received the $1000 donation from Mr. Grace towards this cost. The date for dedication will be determined after the Town is able to install.
7. **New Business**
    a. The FFL 5K will celebrate its 10th anniversary in 2027, and Leslie would like to acknowledge this achievement by creating a special anniversary logo, by expanding the event with more activities, and by purchasing automated chip timers to enhance the runners' experience. A

DJ (AP Entertainment) has offered their services on that day for $100. Jonathan is willing to work with Leslie on the new logo. It was suggested that we should start planning and fundraising in the fall.

b. The Policy Committee met on June 14, 2026, and developed three new policies for review and approval which were distributed via email.
   - b.i. It was recommended that some of the details be omitted in publicly available versions for safety concerns.
   - b.ii. Brady had emphasized to Leslie that if we state staff training is required, we need to make sure it is scheduled and accomplished. Leslie is leaning towards having a staff training day to cover all training needs.
   - b.iii. Leslie indicated that we should have a posted floor plan in conjunction with these policies. She will look for anything already existing that could be modified to save the effort of creating a new one.
   - b.iv. Motion to approve new policy, *Active Threat/Violent Intrusion Policy*: Motion: Christine; Second: Kendra; Motion Carried.
   - b.v. Motion to approve new policy, *Disaster Plan Policy*: Motion: Kendra; Second: Christine; Motion Carried.
   - b.vi. Motion to approve new policy, *Library Contingency Policy*: Motion: Christine; Second: Kendra; Motion Carried.
   - b.vii. Jonathan will format these policies per our current template.
   - b.viii. To ensure compliance with the Minimum Standards that all policies be reviewed/revised every 5 years, Leslie plans to bring a few to each meeting as a standing agenda item.

8. **Adjournment**

   Motion to adjourn: Christine; Second: Jonathan; Motion Carried. Meeting was adjourned at 5:45 PM.

9. **Next Meeting**

   Tuesday, July 28, 2026, at 5:00 PM.

Respectfully Submitted,
Mary Connors, Secretary