DRAFT

Fenton Free Library Board of Trustees Meeting – Wednesday, 5 August 2026

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

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

Melissa noted that this week marks Leslie's 3-year anniversary as Library Director. The Board is grateful for her dedication to the Library's staff, patrons, and programs.

1. **Secretary's Report**
   a. Motion requested to approve the minutes of the June 23, 2026, Board meeting. Motion: Brady; Second: Mike; Motion Carried.
2. **Treasurer's Report**
   a. Christine provided the Financials and Treasurer's Report as of June 30, 2026 via email prior to the meeting.
      a.i. The Board concurred that the Report provides a sufficient view of our financial standing and that the summary page is very helpful as an overview.
      a.ii. Mike noted that year-over-year Net Income Loss is comparable; nothing out of the ordinary to report.
      a.iii. Other than the trophy order for the FFL 5K and expenses related to the printer toner issue, expense spending "remains on track for this time of year".
      a.iv. Motion requested to approve the June 2026 Debit Card Transactions and June 2026 Financials report. Motion: Cassie; Second: Nicole; Motion Carried.
   b. Mike indicated that progress continues to be made in the effort to switch banks, but there is less urgency since we are continuing to receive the correct interest rate.
   c. Mike reminded everyone that the Budget process will be starting soon. He plans to use AI ('Claude' by Anthropic) to help with this task. Mike has already set up Claude to process receipts and run reports overnight and sees this arrangement as very helpful.
3. **Director's Report – Leslie**
   a. Leslie summarized current Fundraising efforts:
      a.i. Leslie has received payments for almost every spot in the Fall Vendor Market (Saturday, October 3, 2026). As usual, she would like to secure another food truck.
   b. Leslie and Miss Amy are considering offering a Teen Vendor Market possibly in February 2027 geared to the Booked and Teen program kids. It would require a minimal entry fee, and earnings would be earmarked for the FFL scholarship fund. Since the age will likely be 8 through young teen, parents will need to sign the permit/hold harmless agreement.
   c. Leslie received a letter from Sentry Alarms announcing the sale of the business to Doyle Security in Rochester, NY. According to the letter, nothing in our agreement will change and the local team and contact numbers will remain the same.
   d. Tami Burrell-Evanitsky has been hired to fill the page position. Callie's last day will be Friday, August 7. Tami will also be available to fill in at other times as needed.
   e. With all her work creating brochures and social media posts as well as creating and updating policies related to compliance with NYS Library's "Minimum Standards for Libraries", Leslie would like to upgrade to a paid version of ChatGTP. ChatGPT Go would be about $8 per month and provide additional features that would be very helpful. Other AI services recommended by the Board were Canva and Claude which would be a bit more expensive but likely worth the extra in the long run. Leslie will investigate those options before making a decision.

4. **Building and Grounds Update**
   a. A repair service is coming on Friday to fix the back door handle which continues to get worse.
5. **Grant Activities for New and Existing Programs**
   a. Leslie is grateful to announce that GHS Federal Credit Union approved $1750 for Summer Reading expenses (that equals half of the budgeted amount)!
6. **Old Business**
   a. Job descriptions need to be revised. Leslie will provide drafts for the Personnel Committee (Brady, Cassandra, Mike) to review and submit to the Board for approval.
   b. While Best Buy would not replace the recently purchased printer that used excessive amounts of toner, Leslie contacted Canon directly and they sent a new printer and replacement toner. It has not been fully tested yet, but so far, so good.
   c. After getting a quote from Casella for trash/recycle pickup, Leslie contacted Bert Adams (since the Library has been a customer of theirs for many years) and agreed to continue their service with a reduced quote of $55 per month including an additional recycle bin. Recycling pickup is still every 2 weeks, but the additional bin should resolve the overflow problem.
   d. Leslie continues to work on the NYS Library's "Minimum Standards. For Libraries" initiative. A Code of Conduct needs to be posted at every library entrance. Since our code is 3 pages long, Leslie is trying to figure out a way to display it legibly.
   e. Leslie sent Gretchen a copy of the By-Laws and the Long Range Plan which have been posted to the website.
   f. The Moody Memorial Library dedication plaque has not been completed as yet. Details about a dedication event will be determined once the plaque is received.
   g. Leslie reminded Board members to submit a head shot for her picture frame!
7. **New Business**
   a. The following actions were taken on the updated policies Melissa distributed via email prior to the meeting:
      a.i. *Jury Duty* policy will be repealed as the information exists in the Handbook and doesn't need to be repeated elsewhere. The Handbook will be updated to remove information which is no longer accurate.
      a.ii. Motion to approve the updated *Meeting Room Policy* was made by Brady; Second: Mike; Motion Carried.
      a.iii. *Nonprofit Nondiscrimination Policy* needs further clarification including a "Representation Statement". It will be presented again at the September meeting.
      a.iv. *Phone Use Policy* requires minor updates to be presented again in September.
      a.v. Motion to approve the updated *Technology Use Policy*: Motion: Mike; Second: Nicole; Motion Carried.
   b. Mike will check with Tricia and Christine to set a date for a budget meeting. Tricia will start building the budget with the help of Claude. The budget needs to be approved in order to generate the NYS Comptroller's Tax Levy Report which is due by the end of October. All Board members are welcome to attend.
8. **Adjournment**
   Motion to adjourn: Brady; Second: Cassie; Motion Carried. Meeting was adjourned at 5:45 PM.
9. **Next Meeting**
   Tuesday, September 22, 2026, at 5:00 PM.

Respectfully Submitted,
Mary Connors, Secretary