Fenton Free Library Board of Trustees Meeting – Tuesday, 22 September 2026

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

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

1. **Secretary's Report**
   a. Motion requested to approve the minutes of the August 5, 2026, Board meeting. Motion: Christine; Second: Nicole; Motion Carried.
2. **Treasurer's Report**
   a. Christine provided the preliminary Financials and Treasurer's Reports for July 2026 and August 2026 via email prior to the meeting. Final report hardcopies were distributed at the meeting.
      a.i. Christine explained that Program Service Revenue shows a large percentage over budget both months due to the "busy summer of children's programming". Leslie concurred that children's programming is experiencing exponential growth.
      a.ii. Motion requested to approve the July 2026 Debit Card Transactions and July 2026 Financials report. Motion: Mike; Second: Jonathan; Motion Carried.
      a.iii. Motion requested to approve the August 2026 Debit Card Transactions and August 2026 Financials report. Motion: Mike; Second: Jonathan; Motion Carried.
   b. Mike distributed the proposed 2027 Master Budget that was developed during the Budget Planning meeting held at his office on Monday, September 21. The meeting was attended by the Finance Committee members (Christine, Mike, Kendra, Matt), Leslie, Melissa, Mary, and Tricia. Pizza and salad provided by Mike was enjoyed by all.
      b.i. This is the first year we were able to use actual data from the previous 12 months to populate a proposed budget in a format providing visibility to each program and fundraiser one at a time making the process easier and more precise.
      b.ii. The deficit of $6502.02 will be met by dipping into surplus funds which have been gained by successful fundraising efforts.
      b.iii. Overall, the budget resulted in a 2% increase in tax revenues which once again will not require a super majority vote.
   c. The Board will vote to approve the 2027 Master Budget during the October meeting in order to generate the NYS Comptroller's Tax Levy Report which is due in October.
3. **Executive Session**
   Entered Executive Session at 5:10 PM.
4. **Director's Report – Leslie**
   a. Leslie summarized current Fundraising efforts:
      a.i. The Krispy Kreme fundraiser has raised $1031 with the chance of a few more boxes to be sold
      a.ii. The Vendor Event registration income is $1295. We will also have the Book Shed open for sales as well as Raffle Baskets and Save Arounds to generate additional income.
   b. Volunteers are needed to fill shifts at major fundraising events coming soon.
      b.i. Leslie is scheduling volunteers for the Vendor Event on Saturday, October 3. There will be 2 shifts (9:30-11:45 and 11:45 – 2:00) in addition to Set Up starting at 7:30 (Melissa and Kendra) and Clean Up starting at 1:45 (Mike and Jonathan).

b.ii. Volunteers are also needed to help Melissa during the Toy Sale on Friday, November 20 and Saturday, November 21. Kendra, Christine and Mike volunteered to help with transportation and setup on Thursday afternoon. Note that the Library will be closed Friday until 1:00 PM to accommodate the anticipated overflow of toys. Improved logistics of using one door for entry and another door for exit will be enhanced by a security detail led by Christine's husband and volunteer Vestal police he has recruited. Please encourage your friends to drop off toy donations!

b.iii. Tree Lighting will be held on Friday, December 4 at 5:00 PM. In addition to attending the event, each Board member is expected to provide a raffle basket. These baskets should be dropped off at the Library by Friday, November 20.

a. The Fundraising Committee met earlier this month and focused on enhancing fundraising opportunities associated with the 5K which will be celebrating its 10-year anniversary in 2027. A Premier level ($2500 donation) will be added to the existing sponsorship categories. It was suggested that GHS Federal Credit Union be contacted first for this special recognition on shirts and banners. The extra funding will enable enhancements to the 5K including a new 10th Anniversary logo, better quality tee shirts, a DJ, and a paid timer company (Chase Pack Running Co) at an expense of $600. The course also needs to be re-certified at the end of 2026 at a cost of $350.

5. Building and Grounds Update

a. The back door handle has been fixed and paid for by the Library.
b. Leslie has notified the Town of some areas of concern with which we would appreciate assistance:
   - Better lighting in the basement
   - Water mitigation in the basement that is beyond fixing by a dehumidifier
   - Securing a window
   - Assistance installing the Moody Memorial plaque
c. Leslie would like recommendations for an inexpensive handy man who could handle small tasks in the Library and eliminate Leslie having to fill that role by relying on YouTube for DIY videos. Suggestions are welcome.

6. Grant Activities for New and Existing Programs

a. Leslie is working on a grant in the amount of $1000 to purchase a significant amount of Large-Print publications. Since book vendor Baker and Taylor is no longer in business, she has found an independent book store in Medina, NY (Author's Note) who is willing to provide the service at a reasonable cost. The Community Foundation Fall Library Fund has already approved the LOI for this grant submission.

7. Old Business

a. The following actions were taken on updated policies Melissa distributed via email prior to the meeting:
   a.i. Motion to approve the updated *Phone Use Policy* (change to last paragraph): Motion: Nicole; Second: Matt; Motion Carried.
   a.ii. Motion to approve the updated *Nonprofit Nondiscrimination Policy:* Motion: Kendra; Second: Christine; Motion Carried.
b. Leslie distributed a half-page, condensed *Code of Conduct* to be printed on card stock and laminated. Displaying them at all entry points will satisfy the NYS requirement to post this information. Hardcopies of the entire *Code of Conduct* are available at the Library for anyone who asks.

8. New Business

a. The *Privacy and Confidentiality Policy* was discussed with questions raised about the

specifics for “Storage, Retention, and Disposal of Records” especially in the area of weeding and scanning patron files; the use and retention of paper files, and the use of hard drives versus cloud storage. More info and suggestions are needed to detail the logistics of compliance with this policy.

b. The following Job Descriptions were presented to the Board for approval:
   - Library Director
   - Head Clerk
   - Program Director
   - Library Clerk
   - Barnyard Buddies Assistant
   - Library Page

   b.i. Motion to approve the Job Descriptions as presented: Mike; Second: Christine; Motion Carried.

c. Because four Board openings, including 3 officers, will be occurring in 2028, Melissa recommends that we add at least 2 new Board members in 2027 to minimize the impact of turnover. The By-Laws may need to be updated to reflect the proposed increase in Board members. Everyone should be thinking of candidates who will fit the areas of expertise needed to enhance the Board.

9. **Adjournment**
   Motion to adjourn: Jonathan; Second: Matt; Motion Carried. Meeting was adjourned at 6:00 PM.
10. **Next Meeting**
    Tuesday October 27, 2026, at 5:00 PM.

Respectfully Submitted,
Mary Connors, Secretary