



Fayetteville Free Library
Board of Trustees
Minutes
11/14/2017
Approved 12/12/2017

Present: R. Ludwig- Co President, D. Wheeler- Co President, S. Pralle- Secretary, P. Curtin-Treasurer, Trustees- D. Pasinski, K. Bybee, B. Bower, S. Considine-Executive Director, L. Flanagan-Executive Assistant, E. Burnham- Director of Finance

Guests:

Excused:

Absent:

Meeting Called to order 5:15 PM by Wheeler

Public Comment:

Flanagan reported that no public comment cards were submitted.

Wheeler- instead of reading the public comment policy, Wheeler offered a short summary of the policy. He also reported on the research that was done regarding the 3 minute time limit for public comment, explaining that this is a best practice, including the FM Board of Education. Wheeler reported that he kept track of the public comment time for each person at the last FFL board meeting; two were 1 1/2-2 minutes, two were 4-4 1/2 minutes and one was 6 1/2 minutes. The 3 minute public comment limit allows the board enough time to complete all of the board business within a reasonable meeting time frame.

Minutes: Ludwig

Ludwig called for a motion to approve the September 26, 2017 minutes
(M) Bybee, (S) Curtin, all approved.

Point of Order- Wheeler requested that board members specifically say the words "I move that we" prior to making a motion.

Financial Report: Curtin

The primary item you will notice on the balance sheet ending October 31 is the receipt of the tax levy for the year, also there is no change in the unrestricted fund balance, and this has been consistent for the last few months.

Curtin drew attention to YTD variance column for the first four months in the fiscal year this is approximately \$8,000 under budget on revenue. YTD variance column under expenses is also approximately under budget by \$8,000- so at end of 4 months we have a good balance between revenue and expenses.

Bybee noted the negative variance in the canvas and general donation lines and inquired if this is a result of recession. Considine responded that yes, the library will have to take a hard look at that line next budget cycle as many not for profits are experiencing the same downturn in responses from mailed solicitation and event based fundraising.

Bybee noted the positive variance in the revenue line for the café and asked Burnham for his input on that. Burnham explained that the café has made several improvements including reorganization of the drink cooler and baked goods shelf allowing us to expand the product lines for both.

Curtin called attention to the far right hand column of the operating statement that showed the \$75,000 expense cuts that are necessary to break even in the 2017-2018 budget. Ludwig noted that it appears that the budget adjustments due to the defeat of the library's funding increase appear to be spread out amount expense categories. Curtin confirmed that yes the strategy to make up the shortfall is to spread the cuts out so that no one area is seriously affected. This revised budget information, once reviewed and approved, will be accessible on website.

Curtin-read Finance and Audit Committee Charter and gave the board additional detail.

Motion to accept this board policy:

(M) Bower, (S) Pralle, all approved

Wheeler thanked Curtin again for all of her efforts with the financial reporting and Finance Committee. Curtin indicated that everything, financial related, is here and in place we are just formalizing the process and making a few edits. Curtin went on to report that the committee has looked into internal controls and is satisfied and pleased with the controls that are in place, and a few additions were requested and are pending. Her findings are in line with the same findings that were reported by the auditor.

President report: Ludwig

Ludwig brought the board's attention to the updated Conflict of Interest Report in their folders. She requested they sign the last page, return the last page to her and keep the rest of the policy for their reference. She indicated that it is very similar to the one that has been given to them previously with a few edits to comply with the NYS not-for-profit revitalization amendments.

The Co-presidents will be shifting the dates of Executive Director evaluation to be in alignment with our new fiscal year, as well as evaluating the format of the evaluation to make it better fit the needs of this new board. Ludwig indicated that Considine has been great about providing anything the two of them have asked for. Ludwig is excited about the progress the board has made.

Wheeler congratulated Pralle on the lecture she gave at the Manlius Library. Bybee described the Manlius Library program for public affairs and indicated that there is a nice synergy between the two libraries with complementary programs. Bybee has give lectures at the Manlius Library in the past.

Executive Director's Report: Considine

Considine indicated there is a new format to her report in response to the board's suggestions and thanked them for allowing some flexibility with her report. Considine will not be sending out this report in advance of board meetings. Considine reported that In addition to the report she passed out to Board members, you have the calendar of events for November in your folders; please regularly take a look at

this calendar online as well. The library just finished a phone system upgrade with some added features including caller ID and message time stamp. Considine passed out a marketing piece that went out to every new homeowner in Fayetteville, approx. 400 addresses. Considine requested that board members contact her if they have any additional feedback on her new report format.

PR Committee Report: Pralle

Pralle- the main topic of discussion for this meeting was the creation of FFL Community Alliance (FFLCA) - like a friends group that will have three areas of focus. To promote the library's mission and programs, local advocacy and to help with specific programs/efforts related to local advocacy. Considine created a draft invitation letter to be sent out to people who have interest in the FFLCA. The PR committee welcomes suggestions from the board and will report to the board on the progress/activity of FFLCA. The intention of the FFLCA is to be community led. The PR committee will set a date for their next meeting in the spring. The second idea the committee talked about was providing additional information about the board, take a photo and a brief bio for each member to put on the Board page of the website. Pralle suggested the photos might be taken before the December board meeting. Pralle reported that Considine suggested in the PR meeting that the same type of information could be added to our site for staff.

Bybee asked how many volunteers we have.

Board Discussion Item: Wheeler

Pasinski opened discussion about honoring the library volunteers. Considine gave an explanation of the library's community participant model and passed out copies of a report to her prepared by the FFL Director of Community Engagement and Experience. This report gives comprehensive detail about our volunteer/community participant activity/training/support and recognition. The PR committee will continue to discuss ways to thank and get to know FFL volunteers/community participants. Brief discussion of possibilities ensued; suggestions were made and noted for the PR committee to consider.

Board Action Item: Ludwig

Ludwig reminded board members to sign and return the conflict of interest policy. Flanagan will provide each member a copy of their signed page at the December board meeting.

Wheeler requested a motion to adjourn at 6:06 PM

(M) Bower, (S) Ludwig, all approved

Respectfully submitted,

Laurel Flanagan, FFL Executive Assistant

11/15/2017