

No scheduled Board Meeting in January

Fayetteville Free Library
Board of Trustees Meeting
2/7/12
5:15 PM

Present: Nancy Durkin, Ray Letterman, Bob Hough, Kathy Kelner, Ami Longstreet, Andria Costello-Staniec, Sue Considine, Executive Director

Excused:

Absent:

Guest: Dave Lankes, SU iSchool, 5:15-6:30pm

Secretary's Report: Hough moved to accept, (S) Kelner. All approved.

Treasurer's Report:

Hough presented the 2011 Year End financials for approval. Hough reviewed variance highlights on the year end income statement. Hough explained variances related to library materials and the library mortgage. Bob highlighted activity resulting in a positive revenue bottom line of \$2,680.00. Hough explained the library fund balance and its relationship to the timing of the school tax referendum dollars received by the library each year in mid October.

Costello-Staniec moved to accept the November financials, (S) Longstreet. All approved.

Hough signed, as FFL Treasurer, the previously discussed NYS Comptroller Tax Cap form which is a new requirement for each library in NY State to file after the library governing boards have approved their new operating budgets annually.

Board President Report:

Durkin shared information about the FFL FabLab open house held in January. Durkin was impressed to see all of the activity and to see father and sons and different ages participating. Durkin also mentioned her conversation with Joe Deken of New Blankets and shared his enthusiasm for the FFL with the board.

Durkin informed the board that she will forward the ED annual evaluation form, along with the ED 2011 reports for board members to complete and return to her. Durkin explained the format of the form and the use of the ED reports as a tool to complete the form. Durkin invited board members to share any feedback about the ED review form with her. Hough, referring to the ED reports, mentioned his appreciation of the ED and Staff's busy activity in 2011 along with his appreciation of the positive local, State and National profile we have achieved and are expanding on through outreach and professional and service development opportunities.

Durkin shared her discussion with Mark Olson, FY Mayor, about library signage. Mark agreed to accommodate the library's request for additional signage on street to provide better directional information to people looking for the library.

Durkin reported that she has drafted a letter, along with Considine to the Friends of the FFL to thank them for their past support of the FFL. The letter addresses the goal of the FFL to rework our volunteer program so that we can develop a pool of volunteers to support library services and fundraising.

Executive Director Report:

Considine shared highlights of busy activity in her ED report and commented on the busy end of year. Considine shared additional feedback about the FabLab open house and will forward dates of next events to the board.

Actions and Discussion:

There being no further business, the meeting was adjourned at 7:05 PM, motion by Longstreet, (S) Kelner.

Respectfully submitted,
Sue Considine, Executive Director 2/8/12

**Fayetteville Free Library
Board of Trustees Meeting
3/20/16
5:15 PM**

Present: Nancy Durkin, Ray Letterman, Bob Hough, Kathy Kelner, Ami Longstreet, Andria Costello-Staniec, Sue Considine, Executive Director

Excused:

Absent:

Meeting called to order at 5:36pm

Guest:

Secretary's Report: Costello-Staniec moved to accept, (S) Hough. All approved.

Treasurer's Report:

Hough presented the January financials for approval. Hough reviewed variance highlights on the January income statement. Hough highlighted activity in the areas of utility savings, Café expenses and revenue, book sales and general donations. Hough reported that the first annual March sidewalk book sale will be in March, Considine reported that this sale may close the ytd budget gap on this line. Hough also highlighted donation expense activity in January.

Longstreet moved to accept the January financials, (S) Letterman. All approved.

Hough presented the February financials for approval. Hough indicated that the areas of note in February were much the same as January, again noting that the ongoing book sale might close the budget gap on this line. Durkin reminded the board that the book sales are intended to close the budget gap left by no longer holding our Novel Affair fundraiser.

Kelner moved to accept (S) Letterman. All approved.

Board President Report:

Durkin shared important dates with the board:

Women's History Tea on 3/29 2:00pm

Volunteer Appreciation event 4/16 4-6pm.

Durkin shared her experience hosting the FM art reception at the library, noted the large attendance and thanked the staff for their efforts. Durkin shared media clippings and noted how busy the library is; she stated that it is difficult to reserve a meeting room because we are always booked.

Durkin reported on the positive partnership between the FFL and the SU ischool and shared a discussion that she had with Dean Liddy at a FFL FabLab open house when the Dean remarked on how impressed she is with the FFL and our impact on the community.

Durkin facilitated discussion about the FFL ED evaluation form and asked the board members, if they choose, to turn in their forms as soon as possible (FFL ED evaluation form attached to these minutes for the file). After discussion, the board reached a consensus to put the current form on a Board agenda for future consideration.

President Durkin outlined the process steps going forward:

- Durkin will schedule a time on a future agenda to consider a new model/form.
- Board members and the Executive Director will gather examples for consideration; please forward examples to Durkin (copies can be emailed to Durkin, mailed to Durkin or the library or can be dropped off to Durkin's attention at the library). Copies will be made of all submitted examples and will be distributed to board members so they can be prepared to discuss them at the scheduled meeting.
- Commit to working together to develop a valuable tool.
- Evaluation should be completed each December.

Executive Director Report:

Considine shared highlights of busy activity in her ED report. Considine shared information about a discussion that she is pursuing and a meeting she will be convening with Library leaders from around the State to discuss the State Annual report form and possibilities to make it a meaningful, relevant tool for all stakeholders going forward. Considine answered questions related to library data gathering and reporting and highlighted all of the areas for possible improvement.

Actions and Discussion:

The board discussed and approved the following OCPL documents:

The OCPL 2012-2016 Plan of Service

The OCPL/Member Library Memorandum of Understanding

The OCPL Free and Open Access Plan

Vote:

Approve 6

Oppose 0

Abstain 0

There being no further business, the meeting was adjourned at 7:36 PM, motion by Longstreet, (S) Kelner.

Respectfully submitted,

Sue Considine, Executive Director 3/21/12

**Fayetteville Free Library
Board of Trustees Meeting
4/17/12
5:15 PM**

Present: Nancy Durkin, Ray Letterman, Bob Hough, Kathy Kelner, Ami Longstreet, Sue Considine, Executive Director

Excused: Andria Costello-Staniec

Absent:

Meeting called to order at 5:20pm

Guest:

Secretary's Report: Hough moved to accept, (S) Longstreet. All approved.

Treasurer's Report:

Hough presented the March financials for approval. Hough reviewed variance highlights on the March income statement. Hough highlighted activity in the areas of Café expenses and revenue, book sales and general donations. Hough reported that the annual book sale in June should be a revenue opportunity for the book sale line. Hough also highlighted donation expense activity in March. Discussion followed regarding the Library Green Space campaign; Considine reported on the current status and shared a late Summer Campaign launch reminder. The Campaign will begin with a buy a brick campaign; we are lining up community volunteers to assist with the Campaign. Kelner moved to accept the January financials, (S) Longstreet. All approved.

Board President Report:

Durkin facilitated discussion about the school and library vote on May 15 and encouraged board members to advocate on behalf of the library with their friends and neighbors to support libraries on May 15.

Durkin shared information about State Legislative redistricting. Dave Valesky will no longer be our State Senator. John DeFransisco will be our State Senator. When the seats change, Considine will work to set up a photo op and meet and greet with Senator DeFransisco.

Kelner reported on the FFL Volunteer desert and wine reception. Kelner shared her positive impressions of the volunteers, the staff and the event and noted the volunteer's commitment to the FFL.

Durkin mentioned the well attended musicale on 4/15.

Executive Director Report:

Considine shared highlights of busy activity in her ED report. Considine reminded board members of the Budget vote on May 15. Hough congratulated Considine on the numerous recognitions and opportunities for library promotion that were included in the ED report. Durkin congratulated the library on the CNY Woman article.

Durkin facilitated discussion about an issue that was previously discussed and was not on the agenda. In order to facilitate effective board meetings, Durkin outlined the following:

- The board recently adopted a process for submitting questions relating to the financials to the Treasurer prior to board meetings so that any research that needs to be done to answer

any questions can be completed prior to the meeting and so that board meeting time is used effectively. Durkin requests that board members follow a similar process with issues that are not on the agenda. To achieve that end, Durkin requests Board members, please forward any items you wish to be included on a board agenda to the President, Nancy Durkin. Durkin will put the item on the appropriate agenda. Durkin will ask the board to vote on the submitted issue to determine if the board is interested in entertaining the issue for discussion. If the vote is yes; the item will be put on an agenda and discussion will be limited to 10 minutes. The board may vote to extend the discussion beyond that time.

Durkin facilitated further discussion, suggesting that if an issue has previously been discussed, resolved, and or voted on; it is not a good use of the Board's time to revisit it. Durkin also reminded the board that it is essential to understand that board members will not go out on their own as representatives of the FFL board; the board must act as the governing body of the FFL, not as individuals. All board member activity on behalf of the FFL must be approved by the board. Longstreet commented on the importance of raising issues, but also on the importance of following a process and sharing information according to the process. Durkin reiterated that any paperwork associated with an open issue should be forwarded directly to Durkin, who will share the information with the ED and Board members. The agenda format will be edited to reflect this process.

Actions and Discussion:

There being no further business, the meeting was adjourned at 6:13 PM, motion by Durkin, (S) Longstreet.

Respectfully submitted,
Sue Considine, Executive Director 4/18/12

**Fayetteville Free Library
Board of Trustees Annual Meeting
5/26/11
5:00 PM**

Present: Laura Spring, Guy Marhewka, Nancy Durkin, Ray Letterman, Bob Hough, Sue Considine, Executive Director

Excused:

Approval of 2010 Annual Meeting Minutes: Motion to approve, Durkin, (S) Marhewka. Approved.
Approval of FFL Bylaws: Motion to Approve Durkin, (S) Marhewka. Approved.

Slate of Officers presented for vote at May regular meeting.

President- Durkin
Treasurer- Hough

Adjourn- 5:10 pm

Respectfully submitted,
Sue Considine
Executive Director
6/7/11

**Fayetteville Free Library
Board of Trustees Meeting
5/15/12
5:15 PM**

Present: Nancy Durkin, Ray Letterman, Bob Hough, ~~Kathy Kelner~~, Ami Longstreet, Sue Considine, Executive Director

Excused: Kathy Kelner

Absent:

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Costello - Staniec*

Meeting called to order at 5:27pm

Guest:

Secretary's Report: Costello-Staniec moved to accept, (S) Letterman. All approved.

Treasurer's Report:

Hough presented the April financials for approval. Hough reviewed variance highlights on the April income statement. Hough highlighted activity in the areas of Café expenses and revenue, book sales and interest. Hough reported that the annual book sale in June should be a revenue opportunity for the book sale line. Letterman commented on payroll related to the Café service. Considine reports that the staff for this library service includes a Café Manager that works full time (40 hours per week) and makes \$12.00 and two additional very part time staff. Letterman reminded Hough that he is interested in receiving a copy of the glossary of terms that Considine developed per Letterman's request and that Hough, as Treasurer, is editing. Letterman points out that this will be a useful tool for new Board members. Hough discussed possible energy saving upgrades and reports that he is gathering information. Considine reports that the next round of State construction money may support this effort; specifically by extending our current EMS to the entire facility. Hough will work with Considine to develop information and estimates for the grant submission. Considine reported on the status of our State construction grant; Costello-Staniec requested a tour of the East Wing; this will be added to the June agenda. Letterman moved to accept the April financials, (S) Costello-Staniec. All approved.

Board President Report:

In Durkin absence, Hough shared information library mentions, correspondence and accolades gathered over the past month. Durkin joined the group and reported that for the June meeting, a slate of officers is necessary. The slate will include Durkin -President, Hough -Treasurer; Considine will continue to serve as Secretary to the board. A discussion of the open VP position ensued; Durkin will talk with Kelner to determine if she is interested in a nomination for VP. Durkin invited board members to touch base with her if they are interested in a VP nomination. Durkin reminded board members to vote.

Executive Director Report:

Considine shared highlights of busy activity in her ED report. Considine reminded board members to vote and to consider supporting schools and libraries. Hough requested more information about our evolving e-strategy, particularly about making more titles available through Kindles, Considine

shared details. Letterman asked for more information about the IMLS grant partnership opportunity; Considine clarified Mundy Branch potential involvement with the FFL's grant.

Actions and Discussion:

There being no further business, the meeting was adjourned at 6:10 PM, motion by Longstreet, (S) Costello-Staniec.

Respectfully submitted,
Sue Considine, Executive Director 5/22/12

**Fayetteville Free Library
Board of Trustees Meeting
6/19/12
5:30 PM**

Present: Nancy Durkin, Ray Letterman, Bob Hough, Kathy Kelner, Ami Longstreet, Andria Costello-Staniec, Sue Considine, Executive Director

Excused:

Absent:

Meeting called to order at 5:19pm

Guest:

Secretary's Report: Longstreet moved to accept, (S) Letterman with amendments to roll call. All approved.

Treasurer's Report:

Hough presented the April financials for approval. Hough reviewed variance highlights on the May income statement. Hough highlighted activity in the areas of Café expenses and revenue and book sales. Hough reports that this is the fifth month of sales in the Café that exceed \$2,000.00. Budgeted revenue to date for Café sales is up \$4,752.00. Hough further analyzed the Café activity and reports that YTD it has cost the FFL only \$3500.00, approximately, to offer Café service to our patrons. Hough reports that we are confident that the booksale this weekend will close the booksale revenue gap which is YTD \$1,335.00. Hough reports that he will edit the glossary of terms soon. Hough and Considine met to discuss energy efficiency opportunities and to develop a proposal for the next round of State construction grant funding to support these upgrades. The FFL priority is to upgrade the existing EMS to control HVAC costs for the entire building and also to introduce humidity controls upstairs that would save on air conditioning costs. Discussion ensued around the topic of e-content, holds ques and bookclubs.

Kelner moved to accept the May financials, (S) Costello-Staniec. All approved.

Board President Report:

Durkin reported on busy summer FFL activity including the upcoming Jazz in the Park concert and distributed fliers, the June annual booksale, coverage of the FFL in the Eagle Bulletin, the FFL events calendar and FFL Summer Reading kick off.

Durkin handed out packets of three evaluation forms that were submitted to her by the June 18 deadline for review and consideration. At the August meeting, discussion of developing a format for the FFL will be on the agenda, at the September meeting, the board will vote on the form, by the October meeting the completed evaluations will be turned in to the President. This timeline is in keeping with the FFL operational budget development schedule. Durkin directs the board that the goal at the August meeting will be to "tweak" these forms to develop the right tool for the FFL.

Executive Director Report:

Considine shared highlights of busy activity in her ED report. Considine facilitated discussion and shared additional information about the green space campaign and the campaign team, made up of

community members that will be leading the effort. Considine answered questions about the East Wing development status.

Actions and Discussion:

The Officer Slate was put up for a vote. Motion to accept slate, Costello-Staniec, (S) Letterman. All approved.

There being no further business, the meeting was adjourned at 5:55 PM, motion by Longstreet, (S) Letterman.

A tour of the East Wing and FFL Creation Lab followed the regular meeting

Respectfully submitted,
Sue Considine, Executive Director 6/20/12

NO SCHEDULED BOARD MEETING IN JULY

**Fayetteville Free Library
Board of Trustees Meeting
8/21/12
5:15 PM**

Present: Nancy Durkin, Ray Letterman, Bob Hough, Kathy Kelner, Andria Costello-Staniec, Sue Considine, Executive Director

Excused: Ami Longstreet

Absent:

Meeting called to order at 5:15pm

Guest:

Secretary's Report: Letterman moved to accept, (S) Costello-Staniec with amendment; add the officer slate. All approved.

Treasurer's Report:

Hough presented the June and July financials for approval. Hough reviewed variance highlights on the June and July income statements. Hough highlighted activity Book Sales and discussed how these sales have exceeded budget expectations and have closed the budget gap left by the Novel Affair. Hough reports that this is the seventh month of sales in the Café that exceed \$2,000.00. Hough reports that he will edit the glossary of terms and plans to distribute this at the September meeting.

Kelner moved to accept the June and July financials, (S) Letterman. All approved.

Board President Report:

Durkin shared correspondence, news and activities and media mentions of the FFL collected over the summer. Durkin discussed the visit from Senator DeFransisco. Durkin reported that she will attend the Green Space Campaign meeting and will report back to the board; she will also share the list of community members who make up the committee. Durkin reported on discussions with the Village regarding signage and watering plants.

Executive Director Report:

Considine shared highlights of busy activity in her ED report. Considine discussed the addition of the 3M cloud Library and Discover Terminal pilot as a new access point for patrons to e-content. Considine facilitated discussion and shared information about the draft OCPL proposal for an Out of County Resident Fee for library cards. Considine will monitor activity on this issue at the county level and will keep the board informed of the status.

Actions and Discussion:

The board discussed the three submitted evaluation forms as part of the process to finalize an ED evaluation form that works best for the FFL. Information gathering tools and processes were discussed. Durkin directed the group to consider what is best from each form and each individual should come up with a draft for discussion and vote at the September meeting. Additional discussion of information gathering tools, such as a patron survey, will be discussed at the

September meeting. Durkin confirmed that the board activity calendar on the agenda will be followed to keep the FFL on schedule.

There being no further business, the meeting was adjourned at 7:25 PM, motion by Letterman, (S) Costello-Staniec, all approved.

Respectfully submitted,
Sue Considine, Executive Director 8/22/12

**Fayetteville Free Library
Board of Trustees Meeting**

9/20/12
5:15 PM

Present: Nancy Durkin, Ray Letterman, Bob Hough, Kathy Kelner, Andria Costello-Staniec, Ami Longstreet, Sue Considine, Executive Director

Excused:

Absent:

Meeting called to order at 5:15pm

Guest:

Secretary's Report: Costello-Staniec moved to accept, (S) Hough. All approved.

Treasurer's Report:

Hough presented the August financials for approval. Hough reviewed variance highlights on the August income statements. Hough highlighted areas of revenue that are above budget (positive) including general donations and Café. Book sales are on a path to exceed the annual budget by year end. Expense areas that are currently under budget (positive) include payroll and utilities. Hough reported that he will meet with the ED to review the 2013 budget draft in October and at that same time will complete the income statement glossary. Durkin reminded the board that the communication process for the financials is to submit any questions regarding the monthly financials to the Treasurer in advance of the meeting. Kelner moved to accept the August financials, (S) Longstreet. All approved.

Board President Report:

Durkin shared FFL correspondence, news and activities and media mentions. Durkin reported on the Fifty Shades of Grey event and informed the board of the next event in cooperation with Uno's, a Magic Mike Ladies Night. The FFL will receive 20% of the drink proceeds from this event. Durkin reported on the great FFL booth and activity at the Fayetteville Festival. Durkin reminded the board that these events are staffed entirely with volunteer hours and the volunteers include community members and FFL staff. Durkin reminded the board that by active board member participation in FFL events and programs, the board members will become aware and informed about the state of the FFL. Durkin routed the calendar to all board members encouraging participation and highlighted Carnifall, Magic Mike and the College Assistance Program; all October opportunities. Durkin reports that the Green Space meeting was rescheduled to the end of September in order to accommodate our volunteers' schedules.

Executive Director Report:

Considine shared highlights of busy activity in her ED report. Considine provided additional detail about the FFL Lego clubs and Dewey Hybrid classification.

Actions and Discussion:

The board discussed the three submitted evaluation forms as part of the process to finalize one ED evaluation form that works best for the FFL. Kelner reported that by using the FFL Handbook, the NYS Trustee Manual, and the FFL ED and Library Board duties and responsibilities form, she and Durkin broke down the 12 areas of responsibility and developed 12 evaluative statements. A measurement scale will be edited in if the form is approved. Durkin reminded the board that all board members were asked to submit any additional evaluation forms for consideration before the meeting to be included in the September discussion. Durkin reminded the board that the board agreed at the August meeting that the three previously gathered forms would be used to create the new form. Kelner and Durkin went through each bullet point on the form. Discussion continued about tools to gather information including patron surveys and staff surveys. Board members expressed strong positions on the all sides of this issue. Discussion continued regarding the tools that exist; the monthly ED report, communications between the ED and the President about various operational issues, ED work with consultants, the FFL Handbook, the NYS Trustee manual, active board participation with the Library, FFL ED and Library Board responsibilities. Hough reminded the board that the review is tied into the budget so the schedule needs to be honored. Durkin recognized that a vote should be called on the form per the agenda. Durkin asked for a motion to approve the ED evaluation form. Hough made the motion to approve, (S) Longstreet. Vote on the form results: Yes- 3, No 2, Abstain, 1. The ED evaluation form is approved. Durkin reminded the board to complete the form individually and return to her prior to the October meeting. Durkin informed the board that the additional tools discussion will be tabled to a future agenda.

the February 2013

Durkin asked if all board members had received the letter from the outgoing Friends of the Fayetteville Free Library. Durkin and the ED will arrange for the transfer of existing funds back to the Library per the letter.

There being no further business, the meeting was adjourned at 6:42 PM, motion by Kelner, (S) Hough, all approved.

Respectfully submitted,
Sue Considine, Executive Director 9/25/12

**Fayetteville Free Library
Board of Trustees Meeting
10/16/12
5:15 PM**

Present: Nancy Durkin, Ray Letterman, Bob Hough, Kathy Kelner, Andria Costello-Staniec, Ami Longstreet, Sue Considine, Executive Director

Excused: Costello-Staniec

Absent:

Meeting called to order at 5:27pm

Guest:

Secretary's Report: Hough moved to accept, (S) Longstreet. All approved with amendments.

Treasurer's Report:

Hough presented the August financials for approval. Hough reviewed variance highlights on the September income statements. Hough highlighted areas of revenue that are above budget (positive) including the Café. Revenue areas under budget include interest on savings and book sales, Expense areas that are currently under budget (positive) include payroll and utilities. Café expenses are up as a result of increased activity and revenue. Hough observed that \$79,000 of the Library's income is received from sources other than the vote. Hough reported that he has met with Considine to review the 2013 Operating budget draft. Hough reported that he will present the draft and the updated glossary according to the Library calendar at the November meeting. Longstreet moved to accept the September financials, (S) Kelner. All approved.

Board President Report:

Durkin shared and routed FFL correspondence, news and activities and media mentions. Durkin reminded the board about the next Library After Dark event, Magic Mikes at Uno's. Durkin reminded the board that by active board member participation in FFL events and programs, the board members will become aware and informed about the state of the FFL. Durkin routed the calendars to all board members encouraging participation and highlighted Carnifall and other participation opportunities for board members.

Durkin reported that the Green Space Committee met and is developing ideas for raising revenue to meet a \$225,000 campaign goal.

Durkin reported that she was invited by a Dewitt board member to attend a meeting at Dewitt about ED evaluations. Several Library Presidents from area libraries were in attendance. Elizabeth Dailey, OCPL System Director, facilitated the discussion and shared the Mid Hudson presentation, which FFL members previously attended, Re-evaluating your ED Evaluation with the group, along with her experience, perspective and insight. Durkin reports that she was proud of the recent work that the FFL board has done to develop our form and she shared the form with the group and received a lot of positive feedback about it. Durkin reports that we are "light years" ahead of many of the boards represented at the meeting. Durkin suggested inviting Elizabeth to present to the FFL board; Letterman agreed that this would be helpful and that the System could take a leadership position in developing a format and process for all OCPL libraries. Durkin highlighted notes at this time from Dailey's presentation sharing that Dailey does not, under any library circumstances,

support staff surveys or 360 reviews. Letterman indicated that he is interested in hearing about this from Dailey. Durkin suggested that the board should consider inviting Dailey to a meeting in ~~the summer or as part of the next orientation.~~ *February.*

Durkin reports that the 2012 ED evaluation process is complete and she will share a written summary with the board for their records at the November meeting per the form process.

Letterman inquired about the Friends; Durkin reported that the former Friends President is executing the transfer of funds as outlined in his letter to the FFL Board and Executive Director. Considine reported that their available cash has been transferred to the Library and the board should consider what to do with the funds and suggested that the green space campaign may be a good use of these funds. The stock will be liquidated per the letter, we have not received this check yet but Considine will report back to Hough and Durkin when all is complete and will forward receipts to the former Friends President as he has requested.

Executive Director Report:

Considine shared highlights of busy activity in her ED report. Considine provided additional detail about activities that were included in her ED report including the developing Gaylord partnership, Banned Books Week and the status of East Wing development.

Actions and Discussion:

There being no further business, the meeting was adjourned at 6:25 PM, motion by Longstreet, (S) Hough, all approved.

Respectfully submitted,
Sue Considine, Executive Director 10/17/12

DRAFT
Fayetteville Free Library
Board of Trustees Meeting
11/20/12
5:15 PM

Present: Nancy Durkin, Ray Letterman, Bob Hough, Kathy Kelner, Ami Longstreet, Sue Considine, Executive Director

Excused: Costello-Staniec

Absent:

Meeting called to order at 5:15pm

Guest:

Secretary's Report: Kelner moved to accept, (S) Longstreet. All approved with amendment. Discussion about the Green Space Campaign goal ensued (highlighted in 3-4/12, 5-6/12, 6-8/12, 9-10/12, 10-11/12 ED reports). Letterman questioned the goal, Durkin indicated that the committee is in the initial stages of planning fundraising and Longstreet added that the goal is a fundraising goal and not a legal contract of any kind. Letterman requests the opportunity to vote on campaign goals at board meetings. Discussion continued about the committee's responsibility in setting a goal and the board's responsibility in voting on goals.

Treasurer's Report:

Hough presented the October financials for approval. Hough reviewed variance highlights on the October income statements. Hough highlighted areas of revenue that are above budget (positive) including the Café. Revenue areas under budget include interest on savings and booksales, Expense areas that are currently under budget (positive) include payroll and utilities. Café expenses are up as a result of increased activity and revenue. Hough highlighted the payroll deduction process for health premiums that the Library provides for three staff members. Hough presented a draft of a glossary of line item terms for the board's reference and use. Considine will make edits and give back to Hough. Kelner moved to accept the October financials, (S) Longstreet. All approved.

Board President Report:

Durkin shared and routed FFL correspondence, news and activities and media mentions.

Durkin shared the Village Holiday party flier.

Durkin reported that Costello-Staniec has resigned her board position (Costello-Staniec email to ED and Board will be attached to these minutes in the admin file). Durkin requested the FFL form letter be prepared to acknowledge Costello-Staniec's service.

Strategic board development was discussed. The process that was developed and adopted under past President Spring's direction in March of 2011 was discussed (4/19/11 FFL Board minutes). Additional opportunities to examine and develop the process were discussed. Durkin states that she will review the forms and process and bring to the board for further discussion. Considine reported on the current effort to identify potential board members through a scan of patron databases that includes giving and program attendance information.

A motion to adjourn was called; Letterman handed out a list of proposed FFL procedural changes to the Board and ED. Durkin reminded Letterman to forward suggested items for the agenda to her in advance. Durkin stated that she will review the list and get back to the board.

There being no further business, the meeting was adjourned at 7:18 PM, motion by Letterman, (S) Hough, all approved.

Respectfully submitted,
Sue Considine, Executive Director 11/30/12

Per FFL Board of Trustees President:

The Board Meeting originally scheduled for December 18, 2012 was rescheduled to January 8, 2013.