

December 2012 Board Meeting was moved to January 2013

Fayetteville Free Library
Board of Trustees Meeting
1/08/13 (rescheduled from 12/18/12)
5:15 PM

approved
2/12/13
- forwarded to
auditor
2/13/13

minutes approved
(m) Longstreet
(s) Hough - all in favor - approved

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

Excused:

Absent:

Meeting called to order at 5:18pm

Guest:

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

Treasurer's Report:

Hough presented the November 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. The Café has exceeded revenue of \$3,000 in a month for the first time. Hough informed the board that the budgeted profit percentage for the Café is 40%; we have exceeded that as the actual is 51%. Hough reported an expense for basement cleanout to prepare for the annual inspection. Hough reviewed donation expense activity to date and updated the capital account expenses related to Phase 4. Longstreet moved to accept the November financials, (S) Kelner. All approved.

Board President Report:

Durkin shared and routed FFL correspondence, news and activities and media mentions. Durkin reminded the board that as part of the 2012 ED review discussion, two requests were made of the Executive Director; to edit the ED review monthly report to reflect the categories on the FFL ED annual review form and to create opportunities for more visibility of the ED. Durkin shared follow up that both of those requests had been fulfilled in December. Durkin shared the FFL Green Space campaign timeline and history and encouraged questions. Durkin shared the FFL Strategic Board Development process that was recorded in the board minutes in April of 2011. Durkin reviewed each step in the process with the board. Durkin encouraged each board member to review the skills audit and bring thoughts about the skills audit back to the February board meeting for discussion. Durkin discussed February meeting conflicts; a new date was set for February 12. Durkin presented an FFL board procedural suggestion to the board for discussion. Durkin suggests, after consultation with the FFL ED and the OCPL System ED, that a consent agenda would be a useful tool for the FFL board to implement. Discussion ensued. Durkin informed the board that she will call for a vote on the implementation of a Consent agenda procedure for the FFL at the February meeting. Letterman offered to share information he has gathered about Consent Agenda with the board via email. Durkin acknowledged this offer. Durkin shared the FFL calendar of activities with the board to encourage board member participation with Library programming and events.

Executive Director Report:

Considine shared highlights of busy activity in her ED report.

Considine updated the board on the status of her mitigation of a building issue. Considine addressed questions from Letterman related to security of library information and library access.

An Executive Session was called by the President at 6:13pm; Personnel.

Regular session was called to order by the President at 7:42pm.

A motion was made and seconded that the salary of the ED for the year 2013 will be \$86,875.00.

The motion was passed by a vote of 3 to 2.

Considine requested the opportunity to express, in the open meeting, her concern and deep disappointment about the salary decision and the lack of consideration and poor treatment she has received related to fair and predictable compensation as Executive Director of the FFL. Considine addressed board leadership with a request to discuss this issue further. Letterman expressed his opinion that it is not appropriate for the ED to voice this opinion. Considine reminded Letterman that as an ex-officio member of the FFL board the ED is authorized to speak on any and all issues that are on the agenda concerning the FFL.

Actions and Discussion:

2013 Operating Budget Draft Vote –

Considine reminded Hough that the Treasurer signature is required for the Tax Cap filing.

Hough reminded the board that the budget draft was reviewed in November and input had been requested. Hough highlighted one change since November related to Polaris charges that has been made by the ED.

Motion Longstreet, (S) Kelner to approve the 2013 FFL Operating budget:

5 in favor

0 opposed

0 Abstain

All approved.

There being no further business, the meeting was adjourned at 8:00 PM, motion by Longstreet, (S) Hough, all approved.

Respectfully submitted,

Sue Considine, Executive Director 1/10/13

**Fayetteville Free Library
Board of Trustees Meeting
2/12/13 (rescheduled from 2/19/13)
5:15 PM**

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

Excused:

Absent:

Meeting called to order at 5:25pm

Guest:

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

Treasurer's Report:

Hough presented the December 2012 and January 2013 financials for approval. Hough reviewed variance highlights on the December year end and January income statements. Hough highlighted areas of revenue that are above budget (positive) including the Café and fines. Revenue areas under budget include interest on savings and booksales. Hough reported on expenses to mitigate an urgent building issue and necessary replacement of ballasts. Hough reviewed donation expense activity to date, green space campaign revenue to date and updated the capital account expenses related to Phase 4 to date. Longstreet inquired about expensing of the fund balance at year end; Considine clarified that these funds are applied to expenses that are accrued during the current fiscal year after year end and also to depreciation which is determined annually by the auditors. Longstreet moved to accept the December 2012 and January 2013 financials, (S) Kelner. All approved.

Board President Report:

Durkin shared and routed FFL correspondence, news and activities and media mentions. Durkin distributed information about consent agendas to the board with along with a request for board members to review the information and come prepared to the March meeting to discuss possible implementation of a consent agenda process for the FFL. Durkin reminded the board that their thoughts related to the board member skills audit and interview questions for new board members is due tonight. Board members asked for additional copies of the forms and Durkin requested that the board members come prepared to share their input on these two issues at the March meeting. Durkin reminded the board of the approved strategic board development process in the packets and the timeline of upcoming activity which includes potential board member interviews in May and voting on new board members in June.

Executive Director Report:

Considine shared highlights of busy activity in her ED report.

An Executive Session was called by the President at 5:50pm; Personnel.
Regular session was called to order by the President at 7:00 pm.

A motion was made by Hough, (S) Longstreet;
Be it resolved, that the FFL Board of Trustees support the ED and that future annual salary adjustments will be commensurate with performance.

Unanimously approved.

Actions and Discussion:

There being no further business, the meeting was adjourned at 7:00 PM, motion by Letterman, (S) Kelner, all approved.

Respectfully submitted,
Sue Considine, Executive Director 2/13/13

Fayetteville Free Library

Board of Trustees Meeting

**Wednesday,
March 19, 2013 5:15 PM**

Per the FFL Board President
this meeting has been
cancelled due to power
outage



**Fayetteville Free Library
Board of Trustees Meeting
4/29/13 (rescheduled from 4/16/13)
5:15 PM**

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

Excused:

Absent:

Meeting called to order at 5:25pm

Guest:

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

Treasurer's Report:

Hough presented the February and March 2013 financials for approval. Hough reviewed variance highlights on the February and March income statements. Hough highlighted areas of revenue that are above budget (positive) including the Café and booksales. Revenue areas under budget include fines.

Hough reported on current savings in payroll due to staffing transitions.

Hough asked about status of the mortgage refinancing investigation, Considine will review all options with Hough when collected.

Hough asked about the date to meet with Blue Rock Energy to explore options, Considine will follow up.

Longstreet moved to accept the February and March 2013 financials, (S) Letterman. All approved.

Board President Report:

Durkin shared and routed FFL correspondence, news and activities and media mentions. Durkin shared news of Library Journal Mover and Shaker awards for Considine and Britton.

Durkin asked Considine to share news about her White house Champion of Change award and the upcoming visit to the white house to receive the award and participate in a panel discussion moderated by a cabinet level person.

Durkin reported on the success of our most recent Library After Dark event- Downton Abbey.

Durkin shared that all different ages and demographics are participating in these LAD events and how appreciated these events are by the community.

Durkin reported on the April FFL Volunteer recognition event. Over 50 volunteers were present to connect and celebrate. Durkin mentioned the pride in their work that was evident as they shared with the group their individual responsibility at the FFL.

Durkin reported that Considine is on step 4 of the Strategic Board Development plan and has three interviews scheduled for late May and early June. Considine will share her notes and observations with the President after these meetings at which time the President will bring potential to the board to consider for interview. Durkin reported on the Kidsignement fundraiser and its revenue potential for the FFL Green Space campaign fund.

Scheduling of the May and June meeting was discussed, the May 14 meeting was changed to June 4 and the regular and annual meeting will remain on June 18. Considine will follow up with the auditors to make sure they are free to report on June 4 and will reserve meeting space. Considine and Hough clarified the board approved audit cycle.

Executive Director Report:

Considine shared highlights of busy activity in her ED report.

Actions and Discussion:

Consent Agenda vote- after discussion of appropriate items to be included in a consent agenda a motion was made by Longstreet and (S) Kelner to try the consent agenda format. It was agreed that trying it for a period of time will give the opportunity to assess if it makes a difference in the efficiency of FFL board meetings. If after a test period the board decides to use a consent agenda for meetings, a formal vote will be taken.

OCPL Out of System Borrower Card- Letterman made a motion, (S) Longstreet to approve the revised policy. All approved. Kelner requests that in communicating the vote to the System that we add a comment that this fee will not positively effect our ability to shorten the wait time to get FFL content into FFL hands and the fees collected at the issuing library will not support the lending library. The larger issue of funding disparity across the system and need for discussion on this at the System level was also noted.

Durkin reminded the board that there will be 10 minutes on the June 4 agenda to talk about any submitted skills audit points and interview questions for potential new board members.

There being no further business, the meeting was adjourned at 6:46PM, motion by Hough, (S) Longstreet, all approved.

Respectfully submitted,
Sue Considine, Executive Director 5/1/13

**Fayetteville Free Library
Board of Trustees Meeting
6/4/13 (rescheduled from 5/21/13)
5:15 PM**

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

Excused:

Absent:

Meeting called to order at 5:25pm

Guest: Mike Lisson, Christina Ondrako, Grossman St. Amour CPAs

Consent Agenda: Hough moved to accept, (S) Longstreet. All approved

Treasurer's Report:

Hough presented the April 2013 financials for approval. Hough reviewed variance highlights on the April income statement. Hough highlighted areas of revenue that are above budget (positive) including the Café, fundraising and booksales. Revenue areas under budget include payroll, attributed to staff transitions.

Longstreet moved to accept the February and March 2013 financials, (S) Letterman. All approved.

Board President Report:

Durkin shared an update on the FFL Green Space Campaign and the recent Kidssignment Sale at Shopping town Mall. Approximately \$3,000.00 profit was made. Durkin commended the hard work of the committee including Brenda Shea and Colleen and Josh Fox.

Durkin invited Considine to share information about her upcoming trip to DC as a "Champion of Change" White House award recipient.

Durkin encouraged the Board members to think about interview questions for the potential new board member interviews and advised the board to consider creating a list to ensure that the same questions are asked of all applicants.

Actions and Discussion:

Mike Lisson and Christina Ondrako presented the 2012 FFL audit. The Library not only received an unqualified, clean audit but both GSA partners congratulated the FFL on the excellent financial management of the Executive Director and FFL Administrative team. FFL Management was advised to develop end of year reporting mechanisms for in kind revenue and there was clarification regarding capital lease income and some adjustments that were made in the audit from the 2011 compilation. The Board was informed of the 990 filing and Hough reported that he will send out a digital copy to the board members for their reference as required by the new law.

A request was made to the Treasurer to send out a draft of the audit findings to the Board in 2014 prior to the GSA visit; (M) Kelner, (S) Hough.

2012 Audit report: Motion to approve (M) Hough, (S) Longstreet, all approved.

Scheduling for the outgoing board members was clarified; the annual meeting on June 18 at 5:15pm was confirmed.

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

Respectfully submitted,
Sue Considine, Executive Director 6/8/13

Fayetteville Free Library
Board of Trustees Annual Meeting
6/19/12
5:15 PM

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

Excused:

Approval of 2011 FFL annual meeting minutes - (M) by Longstreet, (S) Costello- Staniec, all approved.

Slate of Officers presented for vote at June regular meeting. Durkin thanks the candidates for being willing to accept the nominations.

President- Durkin
Vice President - Kelner
Treasurer- Hough

Adjourn- 5:18 pm (M) Kelner, (S) Costello-Staniec

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

**Fayetteville Free Library
Board of Trustees Meeting
6/18/13
5:30PM**

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

Excused:

Absent:

Meeting called to order at 5:19pm

Action: Vote on 2013 Officer Slate:

President- Kelner

Treasurer- Hough

Unanimous approval by all 5 trustees.

Thank you to outgoing Trustee, Ray Letterman and Outgoing President, Nancy Durkin

Consent Agenda: Hough moved to accept, (S) Longstreet. All approved

Treasurer's Report:

Hough presented the May 2013 financials for approval. Hough reviewed variance highlights on the May income statement. Hough highlighted areas of revenue that are above budget (positive) including the Café, fundraising and general donations. Revenue areas under budget include payroll, attributed to staff transitions. Hough reviewed donation and grant expenditure activity to date.

Longstreet moved to accept the May 2013 financials, (S) Hough. All approved.

Board President Report:

Kelner convened her first report as incoming Board President. Kelner reports that she has been in regular contact with Durkin and is up to date on library affairs. Kelner facilitated discussion about new board member interviews and status.

Actions and Discussion:

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

Respectfully submitted,
Sue Considine, Executive Director 6/20/13

NO SCHEDULED BOARD MEETING IN JULY

**Fayetteville Free
Library**

**Board of Trustees
Meeting**

**Wednesday,
August 20, 2013 5:15 PM**

Per the FFL Board President
this meeting has been
cancelled



Fayetteville Free Library
Board of Trustees
9/17/2013
5:15 PM

Present: Bob Hough, Kathy Kelner, Ami Longstreet, Sue Considine, Executive Director

Excused:

Absent:

Guest: Judy Jones, potential new board member interview 6:00pm

Meeting called to order at 5:22pm

Consent Agenda: Longstreet moved to accept, (S) Hough. All approved

Treasurer's Report:

Hough presented the June through August 2013 financials for approval. Hough reviewed variance highlights on the income statements. Hough highlighted areas of revenue that are above budget including the Café and booksales. Hough explained that the Café is turning a 37% profit which is in line with and in fact exceeds our budget expectations. Expense areas under budget include payroll and utilities. Program expenses are over budget YTD, Considine commented that she will review that GL as there may be expenses posted there that belong elsewhere. Hough noted that it is not surprising that program is over budget due to the busy activity of the library this summer. Hough shared and clarified his monthly process of review of all FFL financial activity. Hough reported that he and Considine are scheduled to meet in October to review the FFL operating budget draft for 2014 per the board approved process and timeline. Longstreet moved to accept the June through August 2013 financials, (S) Kelner. All approved. Hough shared information about a donation request from a community member. Considine will follow up by both executing the regular donation receipt, recording and expense process and also communicate with staff to ensure that this donor receives a report of expenses related to his donation.

Board President Report:

Kelner passed out the ED evaluation form and requested that board members return the completed forms to her prior to the October board meeting. Kelner passed out the board development interview questions to prepare the board for interview of potential new board member Judy Jones at 6:00pm. Kelner shared news and updates and commented on positive feedback from library colleagues and the community that she has received on behalf of the library. Kelner encouraged board members to keep informed of new FFL initiatives, such as our FFL Innovation Tours, by visiting our website at www.fflib.org. Kelner noted that she will begin to pass out the library events calendar at meetings for board members to be aware of library events and activities. This calendar is also current and easily accessible from our web site at www.fflib.org. Kelner shared her experience attending and representing the FFL at the 10th Anniversary party, including meeting the Town Supervisor, Ed Theobald and a young, actively involved teen who

shared his enthusiasm for and appreciation of the FFL and sewing a square for our community quilt with the help of FFL sewing community expert, Ruth.

Actions and Discussion:

The board and Executive Director conducted an interview with potential board member Judy Jones per the approved FFL strategic board development process. After discussion, the board moved to invite Jones to join the FFL Board of Trustees; motion by Longstreet, (S) Hough, all approved. Considine will extend this invitation to Ms. Jones on behalf of the FFL.

Considine reports that she has several preliminary potential board member interviews, per the FFL approved strategic board development process, scheduled for October. Considine also noted that including a solicitation for new board members in the annual canvas flier has, happily, resulted in a few positive inquiries.

FFL board meeting conflicts in both October and November were discussed. It was decided that the 2013 October board meeting will be on Tuesday, October 22 at 5:15pm and the 2013 November board meeting will be on November Thursday, November 12 at 5:30 pm.

There being no further business, the meeting was adjourned at 6:39PM, motion by Longstreet, (S) Hough, all approved.

The board members were then invited to come and tour the newly launched FFL FabLab.

Respectfully submitted,
Sue Considine, Executive Director 9/19/13

**Fayetteville Free Library
Board of Trustees
10/22/2013
5:15 PM**

Present: Bob Hough, Kathy Kelner, Ami Longstreet, Judy Jones, Sue Considine, Executive Director
Excused:
Absent:
Guest:

Meeting called to order at 5:23pm

Consent Agenda: Longstreet moved to accept, (S) Jones. All approved

Treasurer's Report:

Hough presented the September 2013 financials for approval. Hough reviewed variance highlights on the income statement. Hough highlighted areas of revenue that are above budget including the Café and booksales. Revenue areas below budget include fines and donations. Considine noted that the fines line does not look accurate; she will review it and get back to Hough. Expense areas under budget include payroll and utilities. Hough reminded the board that the Café taxes are recorded quarterly on the FFL monthly trial balance per auditor instruction.

Hough shared and clarified his monthly process of review of all FFL financial activity including his monthly review of the checkbook and payroll. Hough thanked Considine for forwarding the FFL systems documentation with notes to remind the board of FFL finance reporting and existing practical administrative checks and balances.

Hough reported that he and Considine are scheduled to meet in October to review the FFL operating budget draft for 2014 per the board approved process and timeline. Hough will bring the draft to the November 14 board meeting for review, a vote will be called at the December board meeting.

Longstreet moved to accept the September 2013 financials, (S) Jones. All approved.

Board President Report:

Kelner reviewed the ED evaluation process and reported on the status.

Kelner shared news and updates and commented on positive feedback from library colleagues and the community that she has received on behalf of the library. Kelner encouraged board members to keep informed of new FFL initiatives, such as our FFL Innovation Tours, by visiting our website at www.fflib.org.

Kelner routed the library events calendar for board members to be informed and aware of library events and activities. Reminder- This calendar is also current and easily accessible from our web site at www.fflib.org.

Kelner facilitated a discussion of the basement second exit issue. Considine reported on current status. The board agreed that if the pending estimate and plan do not meet the Village's standard for approval, the board will draft a letter and work to move the issue forward.

Kelner reviewed the FFL board approved Strategic Board Development process and discussion of the status of current preliminary interviews ensued. Kelner stated that the board should not feel immediate pressure to fill the vacant slots but should, per the FFL Strategic Board Development process, carefully and fully consider each potential candidate and selectively choose candidates to interview that will help to continue to move our FFL forward.

Kelner facilitated discussion of the current Consent Agenda process. All agreed that the consent agenda is not a necessary tool for effective FFL board meetings and may in fact be a barrier to full discussions of activity, particularly the information rich ED report.

A motion was made to abolish the consent agenda and return to the previous board process. (M) Longstreet, (S) Hough. All in favor.

The board agreed that the list of monthly topics that Considine had previously included on the agenda should be added back to the agenda.

Kelner encouraged the board to read all of the communications in the consent agenda folder as it contains substantial information about FFL's impact both locally and in the FFL's external environment. Kelner facilitated discussion about the distribution of this type of information going forward. Considine will continue to forward relevant communications and news to Kelner who will forward to board as she deems appropriate.

Kelner shared the NYLA conference brochure, highlighted with impressive FFL participation.

Actions and Discussion:

The 2013 November board meeting will be on Thursday, November 14 at 5:30 pm; all checked calendars and this date stands.

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

Respectfully submitted,
Sue Considine, Executive Director 10/31/13

**Fayetteville Free Library
Board of Trustees
11/14/2013
5:30 PM**

Present: Bob Hough, Kathy Kelner, Ami Longstreet, Judy Jones, Sue Considine, Executive Director
Excused:
Absent:
Guest:

Meeting called to order at 5:34pm

Minutes: Hough moved to accept, (S) Longstreet. All approved

Treasurer's Report:

Hough presented the October 2013 financials for approval. Hough reviewed variance highlights on the income statement. Hough highlighted areas of revenue that are above budget including the State Aid, Café and booksales. Revenue areas below budget include fines; Considine reported that a recent addition of text messaging overdue notices to patrons has effected this revenue line. Expense areas under budget include payroll and utilities. Hough highlighted the Café taxes recorded quarterly on the FFL monthly trial balance per auditor instruction.

Hough reviewed donation income including the Green Space Campaign and reported the close out of the Phase 4 expenses for the FABLAB project.

Jones moved to accept the October 2013 financials, (S) Longstreet. All approved.

Board President Report:

Kelner reported that she will write up a summary of the ED evaluation and give a copy to each board member for their reference and file in December.

Kelner shared news and updates and commented on positive feedback from library colleagues and the community that she has received on behalf of the library. Kelner encouraged board members to keep informed of new FFL initiatives, such as our FFL Innovation Tours, by visiting our website at www.fflib.org.

Kelner routed the library events calendar for board members to be informed and aware of library events and activities. Reminder- This calendar is also current and easily accessible from our web site at www.fflib.org.

Kelner shared her plan to serve as board liaison to the FFL Green Space Committee, Considine will inform Brenda Shea.

Executive Director's Report:

Discussion of points of interest in the Executive Directors report included MOOC's and a visit to WCNY's new building on the West side.

Actions and Discussion:

Hough presented the FFL operating budget proposal to the FFL board. Hough highlighted areas of development and increase. The most significant increases proposed are in programming, IT, personnel and equipment related to making in the library. Hough reminded the board to review the budget draft over the next month, forward questions to him or Considine and a vote will be called at the December meeting.

An executive Session to discuss executive compensation was called at 7:20.
A motion was made to exit executive session at 8:16pm.

There being no further business, the meeting was adjourned at 8:30 pm, motion by ~~_____~~, (S) all approved.

AC
12/17/13

Respectfully submitted,
Sue Considine, Executive Director 11/15/13

Fayetteville Free Library
Board of Trustees
12/17/2013
5:15 PM

Present: Bob Hough, Kathy Kelner, Ami Longstreet, Sue Considine, Executive Director

Excused: Judy Jones

Absent:

Guest:

Meeting called to order at 5:30pm

Minutes: Longstreet moved to accept, (S) Hough. All approved

Treasurer's Report:

Hough reported that due to illness he did not have time to review the November financials. Hough will report on November through January at the February 2014 meeting.

Board President Report:

Kelner shared news and updates and commented on positive feedback from library colleagues and the community that she has received on behalf of the library. Kelner shared FYI's including a recent Pew report and discussed the possibility of a patron survey.

Kelner reports that she will meet with the ED in January to review the annual ED evaluation and will provide the board with a summary for their files at the February meeting.

Kelner facilitated discussion about 3D printing and liability. Discussion ensued, concluding with a reminder of the FFL mission which is to provide free and open access and to resist censorship of any kind.

Executive Director's Report:

Discussion of points of interest in the Executive Directors report.

Actions and Discussion:

Hough called for a vote on the 2014 FFL operating budget draft. Hough reviewed payroll adjustments that have been made since the review of the draft at the November meeting and also confirmed that any previously requested adjustments had been made by the ED. Longstreet moved to approve the 2014 budget along with the 2014 tax cap filing form, (S) Hough, all approved. The ED requested Hough's signature for the file on the 2014 tax cap filing form.

Considine requested that the board review the information that she forwarded to the Hough from TIAA-CREFF related to Executive Pension and Compensation. Hough reported that he will make it available for any interested board member to review.

The February meeting was moved to February 11 at 5:15 due to winter break conflicts.

A potential board member will be invited to interview with the FFL board at the February meeting, Considine will confirm her availability.

There being no further business, the meeting was adjourned at 7:31pm, motion by Hough, (S) Longstreet, all approved.

Respectfully submitted,
Sue Considine, Executive Director 1/10/14