



FAYETTEVILLE FREE LIBRARY
Board of Trustees Meeting
Minutes
November 13, 2018

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

Excused:

Absent:

- Call to order at 5:19pm by Ludwig
- Public Comment
 - Barbara Rivette. Wheeler read the following letter from Barbara Rivette and asked that it be entered into the record:
 - "Today's Fayetteville Free Library grew out of a long-standing interest of local residents in reading and the increase of general knowledge.
 - In the 1840s, residents organized a Fayetteville Branch of the American Society of Science and Literature to buy books and circulate them among the members. In the 1870s, the Fayetteville Book Club had a 'librarian' as the officer responsible for its books and allowed non-members to borrow books for 10 cents a volume. Books could only be borrowed on alternative Fridays.
 - Tradition says that Fayetteville women, who walked along Genesee St. to the Post Office and stores, would stop and exchange books and conversation at the Huntington Beard home, now replaced by the Masonic Temple.
 - This arrangement was formalized in 1906, when Miss Emma Beard offered the house next door, 114 Genesee St, for use by the public as the Fayetteville Free Library. The library immediately established strong connections with the State Education Department in Albany and became the official

dispersal point for many state publications, especially those from Cornell University and the state's College of Forestry in Syracuse. Library rooms were also used for home economics classes while the village's grade and high school was up the hill where the Municipal Building is today.

- During this time, Miss Harriet McVicar acted as librarian and after her death the library's trustees purchased her property at 111 Genesee St., carrying out her intent to have her home used as the library.
 - The east wing of the McVicar building probably dates from about 1845. The two story section and west wing were built close to 1845. The narrow stairway and low ceilings on the second floor are typical of homes built before central heating, On the first floor, the large fireplace in the west wall was probably designed by Charles Umbrecht who was doing work for the library's board president, Charles L. Collin, at the same time the McVicar home was being remodeled for library use in 1922.
 - Since then, the building has been remodeled several times. An addition at the rear, designed by Barbara Lewis, was constructed in 1968 and the building was reoriented in 1992 with a new entrance and office space on the east side, next to the driveway.”
 - Fayetteville Garden club
- Approval of Minutes: Wheeler
 - Wheeler made motion to approve; Pasinski (M); Bybee (S); Unanimously approved**
 - Review of Financial Reports/ Treasurer's report: Curtin
 - October 31st financial statement; appropriation check came in in Oct and has been put in a Money Market account; we should be getting interest income on this (as much as \$1000/ month).
 - Curtin: Buildings continue to be bulk of net assets, 1.869 million.
 - Curtin: Operating statement- Finance committee met. Two topics were surprising: (1) air handling unit near circulation desk must be repaired; savings in personnel costs this year so facilities committee recommended to authorize FFL to get furnace fixed (cost of \$12,200); (2) FFL received a

notice of violation from Fayetteville Village about the condition of the back side of the building; 10 days to start taking action before penalties.

- Wheeler: met with Village code officer to ask what we needed to be done; Code officer said we needed to show good faith effort to address issues and then we can complete repairs in spring; Sent letter to Mike, the village code enforcer; met with VIP structures to come up with a plan; subsequently met with Mark Olson and he approved. Positive meetings with village officials.
- Curtin: Phase 1 of window project is \$12,200; VIP redoing our maintenance plan update.
- Bybee: raised possibility of energy efficiency savings by fixing air handling unit.
- Curtin: authorized the \$12,200 for air handling unit. Plan is to finish windows next.
- Curtin noted that concrete wall is bubbling up, and that fixing this was in the budget this year. If we have more savings this year than we expect, we should put it toward facilities maintenance.
- Bybee: Asked whether the concrete blistered before and whether we can repair it in such a way that is more durable. Could also be more visually inviting/ have more curb appeal.
- Curtin: Operating statement--Income is \$2000 ahead of budget; part is interest income and part due to large donation during the summer. Unfavorable budget because of air handling unit.
- Curtin: Everett suggested we change our plan to offer more choices for health insurance (4 levels of benefits vs. 2, e.g.). Have experienced a rate increase and added 3 more people to plan, so we will be around \$6000 over budget without changes.
- Curtin: Mortgage needs to be refinanced next fall—might be able to do it in a way that gives us capital to work with to maintain and improve building.
- Ludwig: Noted that we are tracking café revenues over time and it is good to see patterns over time.
- Curtin presented a graph of spending on utilities (FFL vs. Stickley portion).
- Curtin: The 990 is still pending

Lugwig calls for motion to accept Treasurer's report; Bybee (M), Bower (S); Unanimously approved.

- Report of the Co-Presidents: Wheeler
David Wheeler read the following statement:

- *“It’s been a busy few months since our September meeting.*
- *Randi and I met again with Mrs. Audi and the Stickley representatives to provide them with updates on the library’s transition and discuss how to keep communication going smoothly during this time period. We told them to reach out to Heather with any issues or concerns, to set up a meeting with Heather and Amanda (their museum director), and told them to choose their representative for the facilities committee and provide that name to me.*
- *Randi, Pat and I met with Laurel, Heather and Peter to discuss some important issues that arose regarding the interior and exterior of the building. There needed to be some quick brainstorming and decision making with two issues. The heating units and outside windows needed some emergency repair work as the library was cited by the town with a code violation regarding the windows. We are fortunate that we have a finance and facilities committee at this point in time since both have been instrumental in addressing this type of issue. The facilities committee will be prioritizing the needs of the building and submit a plan to the board so we can then budget for these types of emergencies in the future.*
- *The Executive Board met with Kate twice during her time of consultation to receive updates and benchmark her progress. She has submitted a thorough and comprehensive analysis of the library and we are extremely pleased with the results of the report. We will be taking action on some items tonight as a result and we will also be holding a work study meeting to review the report in detail. On behalf of the entire board, I want to thank Kate for the work she accomplished and the information she has provided us. We feel fortunate to have been able to utilize your experience as we go through this key transition period. We look forward to using your report to move us forward during our search for a new Executive Director and creating goals for the library’s continued success in the future.*
- *The Manlius library board has shared with us that they will be choosing their members for the committee at this month’s board meeting. Randi and I will be choosing representatives also and we will contact them after this meeting to set up the dates and times of the committee to analyze and discuss the possibility of shared services between libraries. We will report back to you at our next meeting regarding the progress.*
- *And last, the fact that we have a report from all of our committees tonight is a testament to your continued hard work and commitment to the*

library and we thank all of you for your efforts to help things move smoothly keeping the library's mission at the forefront of all your activities and decisions."

[Signed by Dave Wheeler & Randi Ludwig]

- Report of the Executive Director by Interim Director Heather Matzel
 - 78 volunteers for Sept-Oct. 2018
 - Several outreach efforts during Sept-Oct, including Mall-o-ween, where FFL reached 1632 people with candy and FFL newsletter.
 - FFL partnered with Girl Scouts, local small businesses, Vyana Yoga, and BOCES, among others.
 - Patrons used FFL equipment for 5417 hours over the 61 day period.
 - Average per day door counts over the 2 months: 528 entrances/ day (327 entrances/ day into reading room, café and computer lab).
 - Matzel discussed current collections numbers, noting that some items are withdrawn due to condition, age, etc.
 - Ludwig: Noted Maxwell survey results that indicated many patrons wanted the book collection to expand. However, it looks like we have withdrawn more books than we have added to the collection. How does this work?
 - Paskinski: Asked whether withdrawals would decrease if we had more space.
 - Matzel explained that some items are out of print and some books are obsolete (because they deal with technology, etc.).
 - Pralle asked whether we are keeping track of collections over time. Matzel confirmed that we are.
 - Bower noted that it is great to see trends over time as a result of data collection.
 - Ludwig praised FFL staff for reflecting on data and tweaking to make it useful.
 - Ludwig suggested that staff post these flyers on FFL website.
 - Matzel noted that the FFL marketing director resigned, and that we are taking this opportunity to look at marketing department.
- Public Relations Committee Report: Pralle
 - Final report on the FFLCA states that the FFLCA is effectively disbanded. The FFLCA Facebook page was removed and the website, which was used to post a meeting schedule, should expire next year. The organization has not met since prior to the 2018 FFL budget vote.

- Pralle reminded the Board that during the FFL audit, Mike Lisson found no Fayetteville Free Library expenses of any concern related to the FFLCA.
- The PR committee will meet with the new Executive Director in February or March 2019 to assess the PR needs of the FFL and how the Board can assist with marketing and promoting the library.
- Facilities Committee Report (Wheeler)
 - Wheeler informed the Board that the President of Stickley- Audi will attend facilities meetings in future.
 - Wheeler recognized the company for its contributions to FFL.
 - Wheeler asked Board to look at the VIP Structures Report to understand the maintenance needs of the current library and noted that we must address these issues before thinking about expanding our footprint. Noted that building repairs and improvement will be costly.
 - Kate McCaffrey made many suggestions re: facilities, many of which we can take action on now or in the near future.
 - The facilities portion of the McCaffrey report will be given to librarians so they can begin to implement changes.
 - Wheeler notes that any renovation of the east wing of the library may be down the road two years or more.
 - Wheeler noted that one advantage of the upcoming mortgage refinance is that we may be able to secure some funding for renovations.
- Policies and Procedures Committee Report (Bower)
 - Bower noted that the committee met and have set up a schedule for policy updates and revisions. A grid with the policies and timetables for review have been provided to the Board.
 - Kate McCaffrey identified new policies that we should have in place.
 - Curtin asks Everett to create a similar grid to review finance policies.
 - Bybee praised the committee for their work so far and is especially appreciative of the new weather/ closing policy.
- Board action items (Ludwig)
 - Resolution to approve the update of the sexual harassment policy to be included in the employee handbook.
 - Matzel noted that NYS mandates this policy.

Ludwig called for motion to approve; Pralle (M); Curtin (S); Unanimously approved.

- Resolution to approve the Professional Development Policy and Expense Form. Discussion:
 - Curtin confirmed that the policy applies to the ED; Bybee noted that the ED approves his/ her own expenses; Curtin explained that if the ED is over the allowed budget, he/she must get approval.
 - Curtin noted that there was no mention of international travel in the policy.

Ludwig called for motion to approve. Curtin (M); Bower (S). Unanimously approved.

- Resolution to approve the Severe Weather & Emergency Closing Policy—
 - Curtin asked to see safety procedures
 - Ludwig noted that the ED will pay attention to the weather.
 - Curtin asked whether employees have a way to call in to check status. Matzel said notification is via email.

Ludwig called for motion to approve; Wheeler (M); Curtin (S). Unanimously approved.

- Resolution to approve the updated Executive Director job description.

Ludwig called for motion to approve; Bower (M); Curtin (S); Unanimously approved.

- Resolution to authorize the Co-Presidents to begin the search process of hiring a new Executive Director with the salary range of \$75,000-\$90,000.00 commensurate with experience.

Ludwig called for motion to approve; Pralle (M); Bower (S); Unanimously approved.

Ludwig called for motion to adjourn meeting; Bybee (M); Wheeler (S); Unanimously approved

Meeting adjourned at 6:27pm.

Respectfully submitted,
Sarah Pralle, FFL Board Secretary