



Fayetteville Free Library
Board of Trustees Meeting Minutes
May 28, 2019

FFL Board meeting, 5.28.19

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

Absent:

Call to Order

- 5:15pm Ludwig calls meeting to order

Ludwig calls for motion to add digital surveillance action policy to agenda under action items.

- Bybee (M); Bower (S)
- Unanimous approval

Public Comment

- Mary Karpinski: Topic: FFL finances. Summary: Read a letter to the Board regarding FFL Financial Reports, particularly Form 990 filing.
- Dave Marnell. Topic: FFL finances. Summary: Asked that financial statements be distributed to the public before each Board meeting.

Approval of Minutes

- Curtin calls for amendment to minutes: Details in public comments section should be deleted
- Matzel calls for amendment to minutes: Meeting adjourned at 5:36pm (not 6:36pm)
- Ludwig calls for motion to approve minutes with above amendments:
 - Curtin (M); Wheeler (S)
 - Unanimous approval

Treasurer's Report (Curtin)

- Curtin presented the financial statement:
 - Noted that fixed assets line was adjusted so it matches audited financial statements.
 - Positive balance of \$42,000 is consistent with projections; money will be used to fix windows.
 - FFL received an unexpected \$8300 from state aid fund.
 - Interest income has generated significant revenue.

- Favorable variances in marketing and personnel have been used for buildings and grounds improvements during the year.
- Curtin reported that FFL filed its 990 form on May 14, 2019.
- Curtin reported that Onondaga County asked for changes to FFL 2018 annual report, which were made.
- The 2019-20 budget was passed by voters, so there is no need to revise budget
- Ludwig calls for motion to accept Treasurer's report.
 - Bybee (M); Pralle (S)
 - Unanimous approval

Report of the Co-Presidents (Ludwig)

- A meeting with Manlius library to discuss shared services is anticipated for June 2019.
- Ludwig and Curtin attended sexual harassment training for FFL staff and Board. Staff can report to Board if they prefer.
- Co-presidents will schedule a Board retreat to create new strategic plan.
- Thanks to everyone for their work in getting the budget passed, marching in the Memorial parade, and for committee work.

Report of the Executive Director (Matzel)

- See FFL impact summary March 1-April 30, 2019
- FFL added over 200 users to social media after campaign during library week.
- Overdrive will take over Cloud library.
- Ludwig suggested that program attendees have an opportunity to provide feedback on programs.
- Matzel reported work she is/ has been attending to:
 - Teen space issue: The library has made changes to the teen space to accommodate the large number of teens.
 - Bower asked about adult vs. teen computer use and asked whether we can track usage.
 - Staffing model: Matzel has been working on a report about staffing needs and will present it at the Board retreat. —
 - Ludwig praised Heather for taking time to thoughtfully assess staffing needs
 - Bybee and Pasinski agreed that this is a priority issue and that Matzel is approaching it the right way.
 - Pasinski asked about program feedback. Matzel uses the feedback to contact attendees about future events that may interest them.

Public Relations Committee Report (Pralle)

- FFL got favorable media coverage in the Eagle Bulletin and on televised show (Bridge Street) in the months leading up to the budget vote.
- PR committee consists of Bower, Ludwig, Pralle, and Kraus.
- Meeting will be scheduled for early June.

Facilities Committee Report

- Pralle suggested that we do an energy audit for the building. Board agreed this was a good idea.

Policies and Procedures Committee Report (Bower)

- Committee updated the digital video surveillance policy.
- Curtin noted that if we had a local lawyer, we could get these policies approved more quickly.
- Ludwig called for motion to approve the digital video surveillance policy.
 - Bybee (M); Bower (S)
 - Unanimous approval.

Board Discussion/ Action Items

- Burnham noted that the owner of the property adjacent to FFL asked for a 10-foot easement. FFL lawyer recommended that we should sell the property (1/5 acre; 28 x 75 ft area) instead.
- Ludwig noted that Stickley has first right of refusal.
- Bybee agreed that it makes sense to sell the land rather than grant easement.

Ludwig called for motion to adjourn meeting.

- Curtin (M); Pasinski (S)
- Unanimous approval

Meeting adjourned at 6:11pm.

Respectfully submitted,
Sarah Pralle
Board Secretary