



FAYETTEVILLE FREE LIBRARY
Fayetteville Free Library
Board of Trustees Meeting Minutes
June 2, 2020

DRAFT

Present: Randi Ludwig, David Wheeler, Doug Gorman, Heather Matzel, Pat Curtin, Betsy Bower, William Sunderlin, Dave Pasinski, Sarah Pralle

Absences:

Call to order

- Ludwig calls meeting to order at 5:15pm
- Ludwig explains that 5.26.20 meeting was postponed to 6.2.20 because of power outage last week.

Public Comment

- There is no public comment period because of virtual nature of meeting, which is being recorded for the public.

Approval of minutes

- Ludwig calls for motion to approve minutes from 3.17.20; Curtin (M); Bower (S); Unanimous approval.

Treasurer's report: Curtin

- Mortgage was closed with M & T bank and new loans and deposit account are in place.
- Curtin and Gorman have been working on shifting to different type of savings account at NBT Bank so account is insured.
- Matzel and Burnham identified coronavirus-related government fund that FFL might qualify for –the Employee Retention Tax Credit, which provides up to 50% salary for staff who work from home. Credit can be obtained when FFL files quarterly tax returns at the end of June.
 - Pasinski asked about amounts and Matzel estimated about \$60,000.
- Curtin notes that fines and fees are down about \$7000; Café 300 down in revenue since it has been closed due to coronavirus; expenses are under budget.
- Curtin expects that library will finish the year ahead of budget.
- Ludwig calls for motion to accept the Treasurer's report; Wheeler (M), Pasinski (S); unanimous approval.

Report of the co-presidents: Wheeler

- Staff has adjusted well to virtual format and continues to serve community during COVID crisis
- The strategic planning committee met after the retreat and organized next steps; they anticipate a start date of Sept. 1 for strategic plan.
- Curtin recommends that we consider adding another member to the Board who has expertise on financial and business issues.

Report of the Executive Director: Matzel

- Matzel discusses phased FFL reopening: staff will return to building on June 8 and will open book drop; on June 15 they will start curbside pick-up. Facility must remain closed to public and staffing must be 50%. Staff is coordinating with Manlius so they can stagger hours with them.
 - Pasinski asks about schedule for full reopening; Matzel says they do not know at this time.
- Matzel praised staff for finding creative ways to engage with programs and the public.
- Matzel urged Board members to share FFL social media posts.
- Ludwig noted that the FFL staff is working hard during to deliver services to community in face of pandemic.

Public Relations committee report

- Pralle noted that information about the annual budget vote is featured on website.

Facilities committee report

- Wheeler noted that the committee will meet virtually next week.

Policies and Procedure committee report

- No report

Board Action Items

- No action items.

Ludwig calls for motion to adjourn meeting; Wheeler (M), Curtin (S)

Meeting adjourned at 6pm

Respectfully submitted,
Sarah Pralle, Secretary