



FAYETTEVILLE FREE LIBRARY

Fayetteville Free Library  
Board of Trustees Meeting Minutes  
September 25, 2019

Attending: B. Bower, D. Pasinski, K. Bybee, D. Wheeler, R. Ludwig, H. Matzel, P. Curtin, and E. Burnham. S. Pralle, excused. In Pralle's absence, Bybee acted as Secretary.

Call to Order: 5:15pm

Public Comment:

1. Mary Karpinski

- Referenced letters submitted to Board leadership on July 18, 2019 and September 12, 2019.
- Asked for clarification and sought additional detail.

2. David Marnell

- Referenced letter submitted to Board leadership on August 16, 2019.
- Asked additional questions and sought additional detail.

Approval of Minutes from Past Meetings:

5/28/19 Meeting Minutes.

- Curtin noted that the section of the 5/28 meeting relating to Form 990 filing would be clarified in her Treasurer's Report. Bower moved that the minutes be approved without amendment. Pasinski seconded. Minutes were unanimously approved.

8/1/19 Meeting Minutes.

- Bower moved for approval without amendment. Wheeler seconded. Minutes were unanimously approved.

Treasurer's Report:

Curtin noted that Board had reviewed Form 990 before it was filed earlier in the year. Since the Board's review was not spelled out in the 5/28/19 minutes, Curtin introduced a motion to explicitly ratify that Board had reviewed Form 990 before filing. Pasinski moved that the motion be approved. Bower seconded. Motion was unanimously approved.

Curtin stated that income from fines was down for the period since the last Board meeting due to the Onondaga County Public Library (OCPL) system shutdown that severely hampered the circulation of library materials countrywide for weeks.

Curtin identified a significant positive variance to budget resulting from two positions that have gone unfilled (a decline in pages' hours during the OCPL shutdown also added to the positive variance). The Finance Committee agreed that the positive variance should be used to repair multiple openings on the east façade that were allowing small animals and birds to penetrate the building envelope. Repairs to the east façade will continue through the fall so long as weather permits.

Curtin also identified a \$400 positive variance to budget for the café. Wheeler observed that this is a sign of cost containment strategies bearing fruit. Burnham concurred.

Curtin reported that the financial audit of the library has been completed by Mike Lisson, CPA, from Grossman St. Amour. No adjustments were required. The Finance Committee will meet with Lisson at its next meeting in October, and Lisson will attend the next Board meeting in November.

Bower moved to accept the Treasurer's Report. Wheeler seconded. The report was unanimously approved.

#### Co-Presidents' Report:

Ludwig reported on the work of the Shared Services Committee. The committee met with counterparts at the Manlius Free Library to share tips and exchange ideas. The committee reviewed purchasing, lending services, programming, café operations, printing, advertising, and marketing.

The committee found that, at this time, there were no benefits to shared purchasing or lending services. Committee members and their Manlius counterparts had good discussions about boosting café profitability, sharing advertising efforts, and lowering printing costs. The Executive Directors of the respective libraries also agreed to a monthly meeting to communicate about, and collaborate on, programming. Although each library has its unique programming strengths, the two libraries have many opportunities for partnership.

#### Executive Director's Report:

Matzel shared reports summarizing library activity from May through August. She highlighted events and partnerships, circulation (including online materials), the use of library facilities and equipment, and program attendance. Although circulation suffered as a result of the OCPL shutdown, the use of the library remained robust throughout the summer months. During the period, the library held nearly 400 programs that attracted well over 7,000 attendees. The summer reading program enrolled nearly 500 participants, and these participants logged an impressive 374,525 minutes of reading.

Pasinski asked about the collaborations with local schools now that the academic year has begun. Matzel said that visits and tours are already being scheduled. Matzel noted that the

library's IT team had upgraded the community room so that two groups at once can now use the projector and sound system. Matzel also noted that the library's IT staff did a commendable job of mitigating the negative impacts of the OCPL shutdown.

#### Public Relations Committee Report:

Due to Pralle's excused absence, there was no committee report.

#### Facilities Committee Report:

Wheeler noted that L. Flanagan had been added to the committee, bringing with her a wealth of knowledge about the library's facilities.

Wheeler shared the list of facilities topics and goals that had been compiled at the Board's August retreat. He then provided updates on recent roof repairs; the east façade animal control project; the potential uses of a small parcel in the NW corner of the library lot; HVAC maintenance schedules; plans for exterior painting; and overall plans for phased repairs. Wheeler said that the energy and knowledge of the Facilities Committee gave him confidence that we will be able to meet the significant maintenance demands of our 100+ year-old building.

#### Policies and Procedures Committee Report:

Bower listed the new policies that had been circulated to the Board and that would be subject to a vote at the meeting. Bower described future plans to update other materials in the Trustee binders.

Making specific reference to the proposed Safe Child Policy, Curtin asked what the best method for disseminating the new policy to the public might be. Ludwig suggested posting it to the library website and displaying the policy in the library. Bower added that it might be helpful if the Fayetteville and Manlius libraries had the same policy so that parents and guardians would have the same expectations in both facilities.

#### Board Action Items:

- *Resolution to approve the hiring of a consultant to facilitate the multi-year strategic plan process.*

Ludwig summarized the proposal for Heidi Holtz of the Stillwork Consulting Group to lead the Board through a process of developing a comprehensive three-year strategic plan. The proposal had already been circulated to the Board for review. Holtz would begin work on October 1, 2019 and report at the end of May 2020. Ludwig noted that the Stillwork proposal came in below the budget that the Board had allocated for the strategic planning process. Bybee noted that the systematic development of a strategic plan was overdue and would help the library move away

from a more purely reactive approach. Wheeler moved that the resolution be approved. Bower seconded. Resolution was unanimously approved.

- *Resolution to approve the Safe Child Policy.*  
Curtin moved for approval. Wheeler seconded. Resolution was unanimously approved.
- *Resolution to approve the Community Display Space Policy.*

Curtin noted that the word “precedence” in the policy should be replaced by “preference”. After discussion, Curtin moved to approve the policy as amended. Bower seconded. Resolution was unanimously approved.

- *Resolution regarding Mortgage Repricing*

Curtin noted that the library’s current mortgage was due to reprice on 10/1/19. If the Board were to do nothing, the interest rate on the existing mortgage would jump from 5.1% to 8.5%. In view of this repricing deadline, the Finance Committee talked to five different financial institutions and over time narrowed down the field to mortgage proposals from two banks. The primary concern was to avoid the repricing spike in the interest rate. Secondary concerns were to avoid some of the restrictive terms of the current mortgage and to seek financing for possible capital improvement projects identified by VIP Structures.

Doug Gorman was engaged as the attorney to handle the transaction. Gorman reviewed the two final proposals and found them to both be sound. M&T offered the lowest interest rate (4.5%) and closing costs, with more flexible pre-payment terms. M&T would structure one mortgage loan for the library’s current mortgage balance and a second mortgage for up to \$300,000 for possible capital improvements to the library’s aging east and west wings. Both M&T mortgages would have the same 4.5% rate, and the library would have a year to draw down funds for capital improvements. The lower interest rate would yield significant savings compared to the status quo. For the second mortgage, the library would only be responsible for the funds that were actually drawn down during the one-year window. The Finance Committee recommended the M&T proposal.

Ludwig asked if the 4.5% rate was locked in. Curtin said that the rate was fixed for the next week. Wheeler noted that it would be helpful to have a year to determine the priority capital improvements, and he asked for confirmation that the library would only be responsible for the portion of the second mortgage that was actually drawn down. Curtin responded affirmatively. Wheeler thanked Curtin and the Finance Committee for all their work.

Pasinski moved to approve the two M&T mortgage loans as described by Curtin. Bowers seconded. Resolution was unanimously approved.

Adjournment: 6:23pm