



Fayetteville Free Library
Board of Trustees Meeting Minutes
November 19, 2019

Present: R. Ludwig- Co President, D. Wheeler- Co President, S. Pralle- Secretary, P. Curtin- Treasurer, Trustees- D. Pasinski, B. Bower, H. Matzel—Executive Director, E. Burnham- Director of Finance; Mike Lisson, Auditor with Grossman St. Amour; Doug Gorman, Attorney

Excused:

Absent:

Call to Order: Ludwig called meeting to order at 5:20pm

Public comment: Ludwig read public comment statement

- D. Marnell discussed Board response to his letter
- M. Karpinski read a letter to Mr. Lisson

Approval of minutes:

- Curtin proposed correction to 9.25.19 minutes. Language should be added to clarify “resolution regarding mortgage repricing” section.
- Ludwig called for approval of amended minutes: (M) Pasinski; (S) Bower; unanimously approved

Review of Financial Reports:

- Auditor’s report: Mike Lisson
 - Presented results of the annual audit of the financial statements from June 30, 2019. He noted a “clean opinion” with no adjustments or concerns with the financial statements prepared by the staff. There are several new accounting rules to follow as noted in the footnotes.
 - Curtin stated that the new format is more consistent with the board budget
 - Ludwig stated that the new format is easier to read.
 - Lisson explained to the board the new regulations for not-for-profit which makes the report look different. He said there is a new accounting standard. He noted that cash flows are an important aspect of the report and the audit for the library shows we have a strong/healthy cash flow.
 - Ludwig asked about the section on donor restrictions. Lisson explained that many not-for-profits did not understand the previous format of three sections so they simplified it.
 - Curtin asked about the 80/20 split of program and administrative expenses. Lisson explained it’s a guideline to use for allocation of funds.

- Ludwig called for motion to accept results: (M) Curtin; (S) Wheeler; unanimous support
- Curtin recognized quality work by Matzel and FFL staff

Curtin asked Gorman whether Matzel should be listed on slate of officers to be approved at the annual meeting or at this meeting. He asked if she had voting rights. Curtin stated that she didn't have these as per the by-laws.

- Ludwig asked for motion to amend board action items to vote on Matzel as one of the FFL officers: (M) Curtin; (S) Pralle; unanimous approval.
- **Treasurer's Report:** Curtin
 - Curtin presented mortgage summary. Paperwork is being prepared for both mortgages to be in place before year end.
 - Wheeler asked about \$300,000 2nd mortgage
 - Curtin presents October 2019 financial statement
 - Wheeler asked when FM funds are disbursed. Curtin notes we do not have control over timing, they are received in October of each year.
 - Noted fines down because of OCL system failure.
 - Noted that FFL is working on VIP structures projects.
 - Noted the FFL had favorable variance of approximately \$31,000.
 - Noted café has favorable variance of \$200.
 - Ludwig called for motion to accept financial report; (M) Wheeler; (S) Betsy; unanimous approval
- Co-president's report: Wheeler
 - Provided update on strategic plan initiative and committee progress. Initial meeting with Heidi Holtz, two FFL staff, Ludwig, Matzel, Curtin included discussion of goals and areas of focus, and timeline and calendar for next year. Also brainstormed list of stakeholders from community, FFL, and Board who will take part in interview surveys that Holtz will conduct in the next few months.
 - Holtz will start process by reviewing library records, board minutes, McCaffrey's report, the Maxwell survey, and one-year strategic plan. Next, she will conduct interviews with targeted stakeholders and compile results. Holtz will then attend next Board meeting to discuss process and provide an update to Board.
 - A strategic plan meeting is scheduled for January with Holtz after she has gathered information and feedback. The Board looks forward to creating a viable, vibrant plan.
 - Wheeler read a statement to acknowledge Keith Bybee, who recently ended his tenure on the FFL Board: "We would also like to publicly acknowledge Keith Bybee's service to the FFL Board. Keith displayed a great commitment to the library and shared his insight and expertise at meetings and on subcommittees. He will be missed. Later on tonight we will nominate a new candidate to fill the position on the Board."

- Wheeler read the following statement to conclude his report: “In this season of Thanksgiving, the Board has much to be thankful for. We would like to thank all of you for your continued work on behalf of the library and its mission.”
- Report of the ED: Matzel
 - Matzel presented FFL impact summary, Sept. 1, 2019-Oct. 31, 2019.
 - Pasinski asked about patron use in last hour of library opening.
 - Bower asked about entry data and how it may help with scheduling and staffing issues. Matzel confirmed they will use it for these purposes.
 - Matzel encouraged Board members to suggest additional outreach activities at events in the community.
 - Matzel noted that the staff is conducting an evaluation of the maker space and has shifted things around in the room so staff can hold classes in maker space.
 - Matzel noted that circulation numbers have risen to previous levels before OCL system was down.
 - Matzel noted that the garden club planted a tree in front of the building.
 - Wheeler asked if we can make copies of the FFL impact statement available to meeting attendees. Matzel confirms that we can.
- Facilities report: Wheeler
 - Facilities committee met on Sept. 17, 2019 to discuss relevant issues including relationship with Stickleby; furniture needs; physical plant needs; and future plans for the east wing.
 - Curtin noted that parging has begun on outside walls of structure.
 - Pralle asks facilities committee to discuss the possibility of energy audit for building.
- Policies and procedures committee: Bower
 - The committee continues to review and revise FFL policies
- Board action items:
 - Action item #1: Appointment of William Sunderlin to Board
 - Ludwig calls for a resolution to appoint a new Board member, William Sunderlin
 - Notes that he has knowledge and expertise in green building.
 - Ludwig calls for motion to appoint Sunderlin; (M) Pralle; (S) Bower; unanimous approval.
 - Action item #2: Resolution to add Heather as Executive Director to slate of officers that was approved at the annual meeting; (M) Curtin; (S) Wheeler S; unanimous approval.

Ludwig called for a motion to adjourn; (M) Curtin; (S) Pralle S; unanimously approved.

Meeting adjourned at 6:32pm.

Respectfully submitted,
Sarah Pralle, FFL Board Secretary