

Fayetteville Free Library Board of Trustees Meeting Minutes January 21, 2020

Present: Randi Ludwig- Co President; David Wheeler- Co President; Pat Curtin- Treasurer; Sarah Pralle-

Secretary; Betsy Bower, William Sunderland

Excused: David Pasinski

Call to Order: Ludwig called the meeting to order at 5:15pm

Ludwig called for resolution to amend the agenda to add Safe Child Policy to action items Pat (M); Bower (S), unanimously approved

Wheeler read statement regarding amending FFL bylaws:

FFL will be amending bylaws to bring them more in line with requirements applicable to the organization.

As a free association library, the FFL is not subject to the New York Freedom of Information Law, but is subject to New York Open Meetings law. The NY Open Meetings Law requires only that the FFL allow the general public to attend Board meetings. It does not give the public the right to speak or require that questions be answered during those meetings or afterward.

The FFL, however, will allow public comment, using the following guidelines. Individuals wishing to be heard must:

- List their name and brief description of proposed topic on a public comment card provided at each meeting;
- Be recognized by a Co-President during the public comment portion of the meeting; Identify themselves; and
- Make comments as brief as possible and no longer than 3 minutes.

A Co-President may, at his or her discretion, interrupt or terminate an individual's statement if: It is substantially similar to one made previously by any individual; or It is of a personal nature, abusive or obscene.

The Board will listen to permitted public statements and may ask questions of the speaker, but will not engage in discussion or debate. If the Co-Presidents believe it is in the best interests of the FFL to respond to any questions, they may do so at a time and by a manner they determine.

Public Comment:

Linda Marnell; inquired about 11.19.20 letter to the FFL Board.

David Marnell on behalf of Mary Karpinski; statement on electronic voting, transparency.

Approval of minutes: Ludwig asks for motion to approve 11.19.20 meeting minutes.

Bower(M), Wheeler (S), unanimous approval

Ludwig notes Curtin's name misspelled in minutes for the November 13, 2018 annual meeting and calls for resolution to approve the amended minutes

Curtin (M); William (S); unanimous approval

Review of Financial Reports: Curtin

Curtin summarizes Treasurer report, including an update on the: mortgage; balance sheets for month ending in October 2019; savings related to FFL maker space, marketing, and payroll, some of which has helped to fund needed building maintenance.

Ludwig acknowledges ED Matzel's ongoing attention and oversight to budget issues.

Curtin notes that a higher minimum wages starts in January 2020, which will affect some FFL staff.

Ludwig call for motion to accept Treasurer's report; Wheeler (M): Sunderlin (S); unanimous approval

Report of the Co-presidents: Wheeler

Welcomed William Sunderlin as newly appointed FFL Board member.

Noted that FFL Board and staff are moving forward with Strategic Planning and will meet for retreat on March 30th.

Noted that Matzel is working with Board on OCPL training opportunities.

Thanked Matzel for completing Executive Director Evaluation Rubric and reviewing the updated bylaws. Also thanked Gorman for his work on the bylaws. On bylaws, language was added to allow more board members because of significant committee work. Electronic voting was added as an option to be used when needed.

Report of the ED: Matzel

Reviewed FFL impact summary for Nov-Dec 2019

Pralle asked about goals for adult book acquisitions. Matzel replied that these goals will be included in Strategic Plan.

Sunderlin asked question about Mango courses.

Wheeler asked about GED courses through library. Matzel agreed to look into it.

Matzel noted Eagle Bulletin coverage of library activities/events.

Matzel noted that library is staffing teen area from 3-5pm every day

Matzel reported that Jen Graney has resigned to become Director of Cortland Free library.

Matzel noted that Lego team doing very well in competition and is proposing an electric vehicle charging station at the FFL. Curtin expressed congratulations.

Facilities committee report: Wheeler

Wheeler reviewed facilities committee meeting notes from 1.16.20, including: discussions about front porch damage and insurance claim; VIP exterior repairs; roof maintenance; floor maintenance and repair; fire department inspection; utility sink installation in the Fab Lab; plowing and salting for parking lot; Lego team proposal for EV charging station.

Policies and procedures committee report: Bower

Gorman reviewed revised policy on Public Access to Library Information and Records. Reviewed proposed changes to Safe Child Policy, including coordinating with Manlius library. Wheeler praised Matzel reaching out to Manlius Library ED. Ludwig noted we get advice from our lawyer on all issues related to policies.

Public relations committee report

Committee will schedule a meeting to discuss May budget vote.

Board discussion/action items

Ludwig noted we need to sign board waiver of notice.

Ludwig called for resolution to approve the updates bylaws as amended William –amendment p. 3, article 7, insert "by"

Curtin amendment – article 12, item 5 should be "co-presidents"

Curtin (M); Pralle (S); unanimous approval

Ludwig called for resolution to approve updated Public Access to Library and Information records policy Pralle (M); Wheeler (S); unanimous approval

Fine Free Initiative

Matzel discussed OCPL policies on fines, as well as Manlius library.

FFL proposed policy would follow these other libraries where children and teen items would not be charged fines. Also, Veterans would not face fines. If the item is not returned 3 weeks after the due date, the item will be charged to the borrower

Matzel estimated that this policy change will cost FFL about \$6000, which can be absorbed with savings from marketing and other areas this year. For future budgets, will not include these fines in revenue lines.

Pralle asked whether policy will be retroactive and Matzel left this open for future discussion. Sunderlin asked about the consequences of policy in other libraries. Matzel notes that donations for some libraries have increased in the wake of policy change.

Ludwig asked for resolution to approve as policy as articulated

Pralle (M); William (S); unanimous approval

Ludwig called for resolution to approve safe child policy to include Manlius Pat (M); Wheeler (S); unanimously approved

Ludwig called for a motion to go into executive session to discuss personnel issues Curtin (M); Bower (S), unanimously approved

Executive session starts at 6:22pm

Ludwig called for a motion to go into public session to discuss personnel issues Curtin (M); Sunderlin (S), unanimously approved

Public session resumed at 6:39pm

Ludwig called for motion to adjourn Pralle (M), Wheeler (S); unanimously approved

Meeting adjourned at 6:39pm

Respectfully submitted, Sarah Pralle FFL Board Secretary