



Fayetteville Free Library
Board of Trustees
Minutes
9/26/2017
5:15 PM

APPROVED 11/14/17

Present: R. Ludwig- Co President, D. Wheeler- Co President, S. Pralle- Secretary, P. Curtin-Treasurer, Trustees- D. Pasinski, K. Bybee, B. Bower, S. Considine-Executive Director, L. Flanagan-Executive Assistant, E. Burnham- Director of Finance

Guests:

Excused:

Absent:

Meeting Called to order 5:15 PM by Ludwig.

Public Comment:

Public Comment Bylaw read aloud by Ludwig.

Flanagan handed 6 completed public comment request cards to Wheeler.

Public Comment:

Patty Knutson

David Marnell

Mary Karpinski

Robert Duncanson

Linda Marnell

Marguerite Ross

Minutes: Wheeler

Wheeler called for a motion to approve the June 14, 2017 minutes. Curtin stated that "Curtin requested that Burnham remove any direct name references in the data report before it is posted on the web site for the public" is incorrect and requested that this be amended to read "Curtin requested that Burnham verify the packet that was received from T. Parker". Wheeler stated that the meeting end time was 6:40 PM rather than 7:40.

(M) Pralle, (S) Bower, all approved, with amendments.

Financial Report: Curtin

Curtin presented the 2017 financial report (compilation); she indicated that this is a conversion report which reflects 6 months of activity, due to the fiscal year change that is now in effect. The June 30 year-end should simplify presentation by matching the tax levy year. She called attention to the first sentence of the Grossman St. Amour letter that is addressed to the Board. The Board is "management" and in our governance role we are responsible for the financial statements, and we delegate duties to staff. The FFL has a compilation report and audit report every other year because of the cost of annual

audit report. A compilation is similar to the work done in an audit, but not as much detail and includes the cover letter.

The FFL has enough cash on June 30 to pay expenses through to the receipt of tax appropriations on or about October 15th. Some organizations have to borrow funds to get them through but we do not. Notice the adjustment in depreciation, depreciation was calculated by previous auditor. Everett discovered the problem and worked with our current auditor to correct it. This adjustment doesn't change our cash or operations; it has us recognize the equipment on the building as depreciating more realistically. We are now in compliance with New York State not-for-profit depreciation guidelines. The most important take-away from the balance sheet is the Total Net Assets are \$1,995,591 and Net Fixed Assets are \$1,878,289 leaving \$77,302 in reserve.

Operating statement- everything is about half of what it was the previous year (showing half a year) at The bottom you see the depreciation adjustment. Bybee noted that this was true except for the Café which shows growth, showing a positive increase of more than half.

Curtin indicated that the footnotes detail the change in fiscal year; detail on mortgage payable, includes rate and terms, 5-year mortgage with 10-year amortization will have to be renegotiated; page 10 footnote details purchase arrangement with Stickley and identifies potential rental value; page 11 breaks out expenses to "program" and "management and general" expenses are right in line with what they should be. Best practices would keep administrative costs at 20% or less, and the Board should be attentive to this. Wheeler thanked Curtin for her review and work. Curtin thanked Burnham and Considine for their work.

Wheeler called for motion to accept the June 30, 2017 financial report-
(M) Pasinski, Bower (S), all approved

Curtin then reviewed August YTD financials- positive bottom line for 2 months of activity in new fiscal year. Curtin noted the \$75,000 budgeted shortfall due to the increase failure and stated that Considine and Burnham have ideas on how to address this anticipated end of fiscal year June 2018 shortfall. A contingency plan will be presented to the Board.

President report: Wheeler

Ludwig and Considine attended a workshop on the board and administration relationship and brought back tools for us to implement and use going forward, including and extensive board valuation tool. The board has reviewed through retreat training a diversity of items including staff appraisal system, program identification, proposal and assessment processes, marketing and promotion strategies and staff training and development.

Wheeler reminded board members to review the binder that all received at orientation.

Wheeler reported that Board Meetings are set for rest of year and thanked the board for working to set a manageable board meeting schedule that works for everyone.

Three committees have been formed: Finance/Audit Committee chaired by Curtin; PR Committee chaired by Pralle; Facilities Committee chaired by Wheeler.

Wheeler sent welcome flowers on behalf of the FFL to the grand opening of the Community Library of Dewitt and Jamesville.

Wheeler reported that The NY State Education Department Board of Regents approved our charter changes at their September meeting. The new charter will be placed on our website as soon as it is received from state.

Executive Director's Report: Considine

Considine referred board members to her report. Also, Considine highlighted additional items including:

Copy of the FFL calendar and room reservation schedule pulled directly from our online reservation system showing the library's programs and activity level; it shows just how busy our staff is with providing programs and services and the difficulty with staff and community scheduling with limited meeting and program space.

Considine asked the board to let her know if this information is helpful.

Pasinski asked and received details about school visits scheduled on the June calendar.

Considine shared photos of two benches, now installed in the FFL green space, in honor of David Wheeler's parents and Steven Parker's wife, Aggie.

Considine routed a folder of thank you notes to the FFL.

Considine routed a folder of FFL marketing flyers and promotional materials.

Ludwig asked for detail about Community of Practice, SMILEcop.

Considine shared an update on her community advocacy group idea, Fayetteville Free library Community Alliance (FFLCA), that she first reported on in 2016, she is looking forward to hearing ideas from the newly formed PR committee.

Curtin asked about the building section of Considine's report and requested another line be added that would indicate the cost of repair of each item listed once estimates are received. Considine asked Flanagan to include this line in future reports.

Board Discussion Items: Wheeler

Wheeler asked Board members to talk about the FFL events they had personally participated in over the summer.

Curtin-home maintenance and repair;

Pralle- daughter Geek Girl Camp and Genesee Ted Concert;

Bower shared her interaction with the members of the Bee Keeper Club;

Ludwig mentioned the Solar Eclipse Party, Considine indicated that the FFL partnered with NASA and was able to provide over 800 pairs of glasses for the solar eclipse event.

Bybee commented on the proactive use of our new green space and the outdoor movie he attended with his child.

Board Action: Ludwig

Bylaws activity was shared and amendment resolution was read by Ludwig

Ludwig called for a motion to adopt the new bylaws and for them to take effect immediately

(M) Curtin., (S) Bower, all approved

Pralle - signed and recorded the vote on the attached resolution.

Wheeler requested a motion to adjourn at 6:12PM

(M) Curtin, (S) Bybee, all approved

Respectfully submitted,

Laurel Flanagan, Executive Assistant

9/27/2017

