



Fayetteville Free Library
Board of Trustees
Minutes
12/12/2017

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:

Ludwig read the FFL public comment policy

Flanagan handed Wheeler the two public comment cards that were submitted

Ludwig reminded public not to use board member's personal emails but rather use Board of Trustees email found on the FFL website- board@fflib.org

Public Comments:

Linda Marnell

Ray Letterman

Minutes: Wheeler

Wheeler called for a motion to approve the November 14, 2017 minutes

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

Bybee requested the minutes be amended to state- "During the summary of the finance committee report Treasurer Curtin indicated that our goal for next year's budget is to remain under the tax cap."

Wheeler requested the minutes be amended to state- "Bybee has given lectures at the Manlius Library" rather than "Bybee has give lectures at the Manlius Library".

Curtin requested the minutes be amended to state- "also there is a small change in the unrestricted fund balance" rather than "also there is no change in the unrestricted fund balance".

Wheeler called for a motion to approve the amendments to the November 14, 2017 minutes

(M) Bybee, (S) Curtin, all approved with amendments.

Financial Report: Curtin

Balance sheet indicating the assets and liabilities show little change. On the operating statement income is \$7,000 under budget for end of November. Two items that are under balance YTD are the general donations and book sales lines. Bybee asked the question: is there a seasonal nature to the book sales? This initiated a discussion about the book sales, Considine pointed out that there are still 4 basement

sales scheduled between now and the end of the budget year at which time we should see this line above budget. Considine also indicated that currently book sales are tied to our larger events and we avoid sales in April and November so as to not conflict with the Manlius Library book sales. Curtin went on to report that the Café is showing positive variance. Expense is almost \$8,000 under budget so the net variance is about \$400, putting us in a very good position. Personnel costs are under control, and \$8,000 favorable variance offsets the revenue shortage. The net variance to budget is \$389 for year-to-date.

President report: Wheeler

Wheeler has signed up on library listserv and he will forward any pertinent/relevant Trustee training videos out to the rest of the board. The Board Leadership met and reviewed board meeting the schedule, see the updated schedule in the green folders.

Wheeler authored a note on behalf of the FFL to arrange a meeting with Mrs. Audi. Wheeler distributed copies of the note to board and ED.

Executive Director's Report: Considine

Considine passed out November and December flyers and promotions, the December events calendar, and three letters to bring to the Board's attention; two thanking the Fayetteville Garden Club and a thank you from the Syracuse Garden Club. Considine also passed out a sample of the agenda, lesson plan and take home letter for the recent Faith Heritage school visit a sample of the format of school visits to the FFL. Wheeler thanked Considine and the staff for putting in the time and effort to write the lesson plan and host the visit.

Considine indicated that the library will be having a security system upgrade to our system which is 14 years old, the vendor selected was selected after as a result of a comprehensive RFP process. Considine indicated that the upcoming security upgrade is budgeted in 2017/2018 in IT.

Considine has reached out to the organization Every Library, a Not for Profit which provides advocacy materials, training and support to US Libraries. Considine will discuss this at the next PR Committee meeting.

Considine also had two conversations with Bill Coplin from the Maxwell School at SU a community survey. She will report back to the PR Committee about the discussions and potential for this student facilitated project.

Ludwig asked about the funding for National Grid lighting upgrade, Considine indicated that it is the library's plan to write the funding match into the 2018/2019 budget.

Bybee complimented the graphics on the library flyers, Considine indicated she would pass the compliment along to Woodbury, the FFL's PR Assistant.

PR Committee Report: Pralle

Pralle indicated that the next PR committee meeting is January 10th; the committee will be talking about the community survey and how to message for the May budget vote.

There will be a picture of the full board taken at the end of the regular meeting tonight for the library's website.

Board Discussion Item: Ludwig

Ludwig asked if there was any discussion needed about the proposed Board calendar meeting, the Board indicated that no discussion was needed at this time; they will set the retreat date at a future meeting.

Ludwig asked the Board about Tracking Data- what kind of data you would like to see at board meetings. Bower suggested program attendance; Considine shared current systems and tools in place that are utilized for tracking program and service data.

Ludwig suggested similar reports may have a similar visual look at each meeting, keeping the key data points the same each month.

Considine explained that all of the requested data currently exists in a format used internally by the ED and team for a multitude of purposes including marketing and promotions and assessment, Considine requested that the board leadership should let her know how the board would like to see data presented.

Ludwig indicated that Board leadership requests a 10 minute presentation by library staff be included on future agendas. Considine indicated that she will discuss this request with her team.

Curtin indicated that she was so impressed the library staff during her recent orientation tour.

Wheeler requested a motion to go into executive session at 6:00 PM – to discuss Personnel.
(M) Ludwig, (S) Pralle, all approved

Motion exit executive session at 6:20 PM
(M) Curtin, (S) Bower, all approved.

Motion to adjourn at 6:21 PM
(M) Curtin, (S) Bybee, all approved.

Respectfully submitted,
Laurel Flanagan, FFL Executive Assistant

Date these go on the web site