



FAYETTEVILLE FREE LIBRARY
Board of Trustees Meeting
March 17, 2020

DRAFT MINUTES

Present:

R. Ludwig- Co President, D. Wheeler - Co President (via telephone) P. Curtin - Treasurer, D. Pasinski - Trustee, W. Sunderlin - Trustee, B. Bower - Trustee, H. Matzel- Executive Director, Doug Gorman - Attorney
Excused: S. Pralle - Secretary
Absent:

Public Comment:

- The library was closed to the public due to the COVID-19 outbreak so the meeting was live streamed in order for the public to access the meeting. Live streaming was opened at 5:00pm to allow time for the public to connect before the meeting.

Technology Notes:

- 5:21pm - The live stream technology suddenly disconnected and Ludwig stopped the meeting immediately and requested that no business be conducted until the connection was fixed. After a few minutes Ludwig asked Gorman what the protocol would be if it couldn't resume. He stated that the tape of the meeting would have to be put up onto the website if we couldn't continue.
- 5:29pm - Tech support was able to figure out the problem and the live stream connection was fixed. Ludwig resumed business at the place it was stopped.

Call to Order:

- Ludwig called meeting to order at 5:15pm

Approval of Minutes:

- Ludwig called for approval of the minutes for the January 21, 2020 Meeting : (M) Curtin; (S) Sunderlin; unanimously approved

Review of Financials/Treasurer's Report:

- Curtin summarized February 29, 2019 financial statements and the 2019 Form 990 for June 30, 2019
- Ludwig called for motion to accept reports; (M) Sunderlin; (S) Pasinski; unanimous approval
- Curtin reviewed documents surrounding the M & T Loan. Once the three resolutions are approved, documents can arrange to be signed with M & T as early as Wednesday, March 18th, 2020. Ludwig will sign documents in place of Board Secretary Pralle
- \$300K Mortgage (see attachment A-1)
- Ludwig called for motion to take out \$300K Multiple Disbursement Note; (M) Bower; (S) Pasinski; unanimous approval
- Restated Term Note dated March 2, 2020 for principal amount \$329,825.61 (see attachment A-2)
- Ludwig called for motion to accept restated terms; (M) Bower; (S) Sunderlin; unanimous approval
- Ludwig called for motion to open a deposit account at M & T bank; (M) Bower; (S) Sunderlin unanimous approval (see attachment A-3)
- Curtin discussed the 2019 Statistical NY State Report
- Ludwig called for motion to approve the report; (M) Pasinski; (S) Wheeler; unanimous approval
- Curtin presented the 2020-2021 budget (see attachment B) She stated that the focus of the budget is to continue to provide strong community support with robust materials, programming, and information technology, working under the Tax Cap. The budget continues to support the building infrastructure which is a tremendous community asset.
- **Income Referendum Vote 1.90%.** This is an increase of \$35,322 over last year's budget
- **RESOLVED** that pursuant to General Municipal Law, Section 3-c(5), the Board of Trustees of the Fayetteville Free Library does not override, for the 2020-21 fiscal year, the tax levy limit imposed by Municipal Law Section 3-c(3).
- Ludwig called for motion to approve resolution; Bower (M); Sunderlin (S); unanimous approval.

- **Café 300.** Curtin stated that this common space is also a tremendous asset to the community. Not recommending significant changes at this time, but staff will continue to look for opportunities to keep this cost at a reasonable level.
- **Total Income** increase is \$23,722 or 1.19%.
- **Expenses:**
 - **Programs and Materials.** The largest increases are in Young Adult and Media-Fiction.
 - **Information Technology.** New computers for the children's room as well as a new keyless entry system for building security included in next year's budget.
 - **Buildings and Grounds.** The library's single biggest asset, the building, has the largest expense increase of \$22,640. The original 15-year building management plan is complete. The updated 2019 management plan calls for additional improvements over the coming years, including the parking work on the west wing and roof replacement. It is important to recognize the importance of this community asset, as well as protect the contents of both the Library and the Stickley Museum. In addition to the structural work done by VIP, the roofing company has also examined the roof and given advice about routine maintenance and long-term replacements of the three sections of the building.
 - **Finance** FFL purchased the building in 2003 through fundraising and a \$1.0 million commercial mortgage. The principal and interest on the loan are paid from the tax referendum each year. When terms allowed FFL to reprice the loan in 2019, the interest rate was decreased to 4.5% fixed rate, the lowest rate since the building was purchased. The cost of the mortgage will decline \$19,000 or 20% from the 2019-20 budget. Savings will be used to improve the grounds, and increase preventive maintenance.
 - **Personnel** 0.4% decrease in the total line. Staffing plan in the 2020-21 budget reduces the Librarian category by one person and increases several support staff categories. Minimum wage earners will receive the raises required by NYS law. Other employees are estimated to receive a 2% increase. Health insurance includes an increase that will show compassion for our employees, and restructure the contribution rates at January 1, 2021. Some lower level employees contribute a very high percentage of their pay for health insurance. Professional Development and Training. This line is recommended at \$10,000 with no change from the prior year.

Total expense increase of 1.19%.

- **Summary** Throughout the budgeting process staff heard about providing the community with requested services. This is a very reasonable budget. We present a balanced budget with 1.90% increase in tax levy and 1.19% in total income.

- Ludwig called for motion to approve the 20-21 budget; (M) Bower; (S) Sunderlin; unanimous approval.

Co-President's report:

- Ludwig commended Matzel and Staff for being brave and loyal to the FFL in these unprecedented times as communications and hard decisions were made by Matzel and Board Co-Presidents to close the Library during the COVID-19 outbreak
- Strategic Planning staff retreat has been postponed and will be scheduled when we can find a way to do so. Ludwig will talk to Heidi Holz to discuss remote options if available to continue the process

Report of the Executive Director:

- Heather is working with staff on how to provide services while the building is closed /professional staff is working remotely.
- Staff has been dedicated to very quickly transition to FFL remote work situations in response to building closure.
- Coordinated closing decisions along with Manlius Library. For the FFL Book drop and building closed. Fees will not be incurred while the building is closed

Board Action items:

- Resolution to amend article VII section 5 of the by-laws. Gorman provided a brief explanation of the reasoning for the addition. This allows for electronic voting in times of emergency or on time-dependent items with ratification by the Board at the next meeting
- Ludwig called for motion to amend by-laws; (M) Sunderlin; (S) Pasinski; unanimous approval

Adjournment:

- Ludwig called for a motion to adjourn; (M) Curtin; (S) Wheeler; unanimously approved
- Meeting adjourned at 6:05pm and live stream ended after the adjournment

Respectfully submitted,
Betsy Bower - Trustee
(Acting Secretary for Pralle)