



FAYETTEVILLE FREE LIBRARY
Fayetteville Free Library
Board of Trustees
Minutes
9/18/2018

Present: R. Ludwig- Co President, D. Wheeler- Co President, S. Pralle- Secretary, P. Curtin- Treasurer, Trustees- D. Pasinski, K. Bybee, B. Bower, E. Burnham- Director of Finance, H. Matzel- Interim Executive Director, M. Lisson- Grossman St. Amour

Excused:

Absent:

Meeting called to order by Wheeler at 5:15pm

Public comment:

Wheeler read public comment policy

No public comments

Minutes: Ludwig called for motion to approve 7.18.18 meeting minutes; (M) Curtin; (S) Bybee, all approved.

Review of Financial Reports:

- Auditor's Report: Mike Lisson of Grossman St. Amour presented auditor's report for June 20, 2018.
 - Lisson explained that the FFL Board is in charge of all governance issues and that Board takes responsibility for the financials.
 - Lisson noted that there will be new accounting standards for all non-profits.
 - Curtin noted that Lisson offered to provide new templates so FFL can gather new statistics during the year so that we are ready for new standards.
 - Lisson stated that the FFL audit is clean and there are no issues with the financial statements.
 - Curtin suggested that we should include months of cash ratio and functional stats in financial reports so we can keep track of ratios going forward.
 - Lisson praised FFL for improving processes and procedures around financial issues.
 - No update on the short year report from IRS.

Wheeler called for motion to accept auditor's report; (M) Paskinski; (S) Curtin, all approved.

- Treasurer's report: Curtin presented August 31, 2018 financial statements.

- Noted that the end of Sept will be low point for cash on hand
- Reported that FFL currently has \$7200 favorable variance in income; FFL received \$5000 unrestricted donation in July, 2018
- Curtin reported Café financials.
 - Ludwig proposed that FFL board discuss Café-related issues in future meeting

Wheeler called for motion to accept treasurer’s report; (M) Bybee; (S) Bower; all approved

Report of the Co-President: Ludwig

- Ludwig thanked Heather Matzel for her leadership and library staff for hard work this summer during transition.
- Ludwig shared results of community outreach that she and Dave Wheeler initiated since last Board meeting:
 - Met with Manlius public library staff and agreed to: (1) October 2018 “meet and greet” between FFL and Manlius library staff; (2) create a joint exploratory committee between FFL and Manlius Boards to evaluate and assess the possible options for shared services with the goal of providing increased value to the F-M community.
 - Met with Fayetteville Mayor Mark Olson to discuss ways we can partner and share services.
 - Will be meeting with Stickley to continue conversation and partnership.
- Ludwig shared results of FFL Board retreat and goals for the new year:
 - Successful passing of FFL budget
 - Hiring of new ED and developing of strategic plan with focus on improved collection and analysis of all library data
 - Review and update Board policies and procedures
 - Continue to increase and improve community communication through use of data such as community surveys (Public Relations Committee)
 - Explore facility maintenance, upkeep, and future plans and design of FFL building (Facilities Committee)
 - Schedule an annual audit; review recommendations and set goal (Finance Committee)

Report of the ED: Heather Matzel

- Heather summarized information in the “FFL Impact Summary June 1- Aug. 31, 2018” including number of FFL volunteers; outreach highlights; partnership highlights; equipment use and spaces; scheduled events and space use—noting that this number does not include informal meetings where groups meet on their own); library visitation (~ 587 entrances/ day); library material usage (e.g. over 32,000 adult books checked out); program participation and popularity.
- She also noted that the FFL started an online system to track summer reading and awarded digital badges for particular activities. These programs were very popular.

- Noted challenges involved in Greenspace programming but encouraged that staff will be able to keep supplies outside thanks to a donation from Lowes.
- In order to respond to the community, the FFL staff scheduled extra programming for the most popular programs; all waitlisted patrons were able to participate due to this new system. This has been one of the FFL staff goals and they achieved it.
- Maxwell survey: Heather summarized the results from the spring 2018 Maxwell survey of FFL patrons. The survey was sent to 6,883 recipients of the FFL's monthly newsletter, of which 10% answered the survey (685 respondents) and represented a good base of our users. Important to keep in mind though, that two-thirds of the respondents were age 40 or over
 - Staff has made some changes right away to respond to survey. For example, they have unlocked the men's bathroom; have changed the price of color printing to 30 cents/ page; have moved TVs and Ipads out of kid area; have adjusted Fab Lab hours; and have reorganized the fiction section so it is now alphabetized by author. The staff is looking for ways to gather additional feedback on an ongoing basis.
 - Ludwig asked if we can find ways to capture other age groups to get feedback.
 - Bower suggested that FFL summarize changes we have made thus far in the newsletter so we can let people know the changes we have made. This would be a great way to let people know we are responsive to their feedback.
 - Curtin wondered if we should consider changing the name of the reading room, to let people know that it is not a completely quiet space.
 - Wheeler noted that if/when FFL renovates east wing we could add meeting room, and more quiet spaces.
 - Bower wondered if it makes sense to pipe white noise into the reading room.

PR committee report

- Pralle met with Katie to discuss SU survey results and actions taken, and to discuss ways to communicate with the public about the FFL responses.
- Pralle followed up on promise to issue final report about the FLLCA. During the FFL audit, Mike Lisson found no FFL expenses of any concern related to the FFLCA. Pralle will write this up in her final report about the FFLCA.
- Pralle noted that the FFL has linked to the recent NYT article on libraries and that paper copies are available to patrons.

Board Discussion Items

- Wheeler noted that the 2019 budget vote is scheduled for May 21st so we must change the FFL Board meeting date so it does not conflict with the vote.
- Curtin suggested that we schedule the May meeting for the 28th.
- Wheeler asked for volunteers to serve on the short term policy and procedure committee. The following Board members volunteered: Bower, Ludwig, Pasinski. Everett Burnham will also serve. Bower will be the chair of the committee. Board members with suggestions for policy changes should contact Bower.

Board Action Items: Ludwig

- Ludwig notes that the Executive leadership of the Board and Finance Committee are excited to vote on the next position action steps that will ensure a smooth transition and save the library money.
- Ludwig reads motion: Motion that the Board of Trustees appoint Heather Interim Executive Director at the rate of \$40.00/ hour until further action of the Board.
Resolution to appoint ID

Ludwig called for motion; (M) Curtin; (S) Pasinski; all approved.

- Ludwig read motion to authorize payment of \$40.00 an hour to compensate Heather Matzel for her service as Acting Director from August 16, 2018 to September 18, 2018.

Ludwig called for motion; (M) Pralle; (S) Bybee; all approved.

- Ludwig read motion that Board of Trustees appoint Kate McCaffrey to the temporary position of Strategic Planner, effective immediately, and terminating November 2, 2018, unless further extended by the Board, at the rate of \$50.00 an hour, for up to 35 hours/ week, to evaluate the operations of the FFL and provide recommendations on the revisions to the Executive Director job description in advance of the search for a permanent replacement.

Ludwig call for motion; (M) Bybee; (S)Betsy; all approved.

Wheeler calls for motion to go into executive session to discuss personnel; (M) Curtin; (S) Bower; all approved.

Board goes into executive session at 6:14pm.

Wheeler calls for motion to leave executive session at 6:35pm; (M) Bower; (S) Bybee; all approved.

Wheeler calls for motion to adjourn; (M) Bybee; (S) Pasinski; all approved.

Meeting adjourned at 6:36pm.

Respectfully submitted,
Sarah Pralle, FFL Board Secretary, 9/19/2018