



FAYETTEVILLE FREE LIBRARY  
Fayetteville Free Library  
Board of Trustees  
Minutes  
7/18/2018

**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, L. Flanagan- Executive Assistant

**Excused:**

**Absent:**

**Meeting Called to order 5:30pm by Ludwig**

**Public comment:**

Ludwig read public comment policy

Four public comment cards were submitted:

Bob Duncanson  
Mary Karpinski  
David Marnell  
Ray Letterman

**Minutes: Wheeler**

Wheeler called for motion to approve minutes. (M) Bybee; (S) Curtin, all approved.

Ludwig called for change to page 2 of minutes under "President report": delete the word "since."

Bybee called for change to pg. 3 under bullet point 5: from "l" to "Considine" and from "look" to "looks." Also called for a space between "a" and "community" under bullet point 6, subpoint g.

Wheeler called for motion to approve amended minutes; (M) Bybee; (S) Bower, all approved.

**Finance Report: Update on Form 990: Curtin**

Because we switched fiscal years, IRS is a bit confused; FFL auditor has been working on getting Form 990 into the right fiscal year. Auditor's power of attorney had expired and he had to get it up to date. As soon as the Finance Committee has word from the IRS that the Form 990 has been accepted, will get out revised form with corrections.

Pasinski asked if there is a timetable for this; Curtin says she does not have an exact timeline.

#### **Executive session: Wheeler**

Wheeler called for a motion to enter executive session for the purpose of discussing the work history and appointment of particular persons.

(M) Curtin; (S) Pasinski, all approved.

Board entered executive session at 5:48pm

Wheeler called for a motion to end executive session; (M) Bybee; (S) Bower. Executive session ends at 6:27pm

#### **Board Action Items: Ludwig**

Ludwig called public meeting back to order at 6:28pm.

Ludwig called for a motion to accept the resignation of Executive Director Susan L. Considine effective August 15, 2018 consistent with the terms of the agreement entered into by the co-Presidents.

Wheeler read the following statement:

“The Board of Trustees at the Fayetteville Free Library announces that Executive Director Susan Considine will be resigning her position effective August 15, 2018 in order to pursue another opportunity. Ms. Considine has been Executive Director of the library for the past 17 years and has helped the library become nationally and internationally renowned for its innovative programs, services, spaces, and collections. She also helped establish one of the first library Makerspaces in the United States. All of the trustees, staff members, employees, and volunteers at the library wish Ms. Considine good luck and much success in her future endeavors.”

(M) Bybee; (S) Bower, all approved.

Ludwig called for a motion to appoint Heather Matzel as acting Executive Director of the Fayetteville Free Library, to cover for the absence of the Executive Director, retroactively effective to July 14, 2018.

(M) Pralle; (S) Bybee, all approved

Ludwig called for a motion to authorize and direct the co-Presidents, Treasurer, and Secretary to conduct a search for an interim Executive Director, with the understanding that the proposed candidate and their terms of employment will be approved by the Board of Trustees at a subsequent meeting.

(M) Curtin; (S) Paskinski, all approved

Ludwig called for a motion to approve a Signature Authority Resolution for NBT Bank removing Susan L. Considine as a signer on the Library's bank accounts and updating the signing authority with Patricia Curtin and Everett Burnham, as appropriate.

(M) Pralle; (S) Bybee, all approved.

Wheeler called for a motion to adjourn meeting. (M) Pasinski; (S) Bower, all approved.

Meeting adjourned at 6:34pm.

Respectfully submitted,  
Sarah Pralle, FFL Board Secretary, 7/23/2018