



Fayetteville Free Library  
Board of Trustees  
Minutes  
3/27/2018

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, E. Burnham- Director of  
Finance,  
Guests: Heather Matzel- Director of Patron Services, Michael Cimino- Director of STEAM and Making  
Excused:  
Absent:

**Meeting Called to order 5:15 PM by Wheeler**

Wheeler indicated that board meeting will be held every two months in 2019

**Public Comment:**

Wheeler stated an abbreviated version of the public comment policy.  
One public comment card was submitted:  
Patty Knutson

**Minutes: Ludwig**

Ludwig called for a motion to approve the December 12, 2017 minutes  
(M) Bybee, (S) Curtin, all approved.

Point of Order- Wheeler requested that board members specifically say the words "I move that we"  
prior to making a motion.

**Staff Presentation: Wheeler**

Considine introduced Matzel and Cimino – presenting the FFL case for space - PowerPoint presentation.  
Wheeler thanked Cimino and Matzel for their presentation and stated that the work of the Facilities  
Committee will be starting soon and that that committee, along with the Executive Director, will be  
seeking input from the FFL Staff.

Bower asked what is the current use of the former Motto Music area space. Matzel described how the  
space is being used by staff and volunteers as office and materials processing space. Pasinski asked  
about the potential for reclaimable space in the basement, Cimino answered that the area beyond the  
book sale area is completely unfinished including dirt floors. Board discussion ensued about the  
development of the unfinished space in the east wing. Considine expressed her desire to discuss the  
development of the east wing using NYS construction grant funds The FFL will need to match 25% of the  
grant funds.

**Financial Report: Curtin**

Curtin requested the board look at the YTD financial statements, income line \$5,851 variance; book sale and fines lines are under budget, Café 300 had a \$3,000 favorable variance. Bybee acknowledged the extensive and thoughtful planning already done by Considine and the FFL staff in regards to the FFL Book Sales. Bybee and Curtin discussed the book sale variance and planning for this revenue line in the next budget. Curtin highlighted the expense section of the YTD financials including negative variances in utilities due to cold weather, IT, and Café 300. Bower asked if Café 300 salaries are included in the expense graph. Burnham replied that they were not, and he was asked to include salaries in the calculation of profit in future months. Positive variance in content and payroll. Bottom line-\$8,000 favorable variance YTD.

Curtin- Finance Committee reviewed the staff's work on the annual report. Findings included that what the FFL submitted last year is not correct in the database, Considine and Burnham had to go through and make corrections as well as updates for charter changes. This process was very laborious and we are waiting for the report acceptance notification from the State at which time Curtin will share the final report with the Finance Committee. Point to note: the Executive Director includes notes of explanation in the report to the State for line items that need additional explanation; these notes are not viewable by the general public. In addition, Considine has written to the State asking them to update the outdated data fields format, the measures they are currently using applied to libraries of the past not today's modern libraries. In her opinion, the fields do not offer a vehicle to record and report contemporary library activity and expenditure of resources.

Curtin- RFPs have gone out to auditing firms, the goal is to receive comparative pricing, proposals are due back May 1<sup>st</sup>.

Curtin- A question was raised in the fall of 2017 about the mortgage, and Curtin has reviewed the mortgage documents from the 2014 negotiation on the current mortgage that is in place. The data is exactly as the auditor has published in our financial statements. The result was a more favorable interest rate and terms for the FFL. Curtin reviewed the Bank Resolution that was signed on the date of the October 2014 Board meeting, signed by three Board officers, notarized, and submitted to the Bank officer. All documentation appeared to be in order. The mortgage is scheduled for refinance in 2019 and the current final mortgage payment is scheduled for 2024.

Curtin- the finance committee discussed the desire to stay under the tax cap at their November meeting, the tax cap for the FFL this year is 3.53%, because of the increase defeat last year the state takes the amount the FFL could have received last year and carries it over into this year. The finance committee did not feel it would be appropriate to make the allowable 3.53% request this year so they are proposing a 1.89% increase. Bybee read resolution to not override the tax cap in the 2018- 2019 fiscal year. "Resolution- at a duly called meeting of the Board of Trustees of the Fayetteville Free Library, upon a motion made by Keith Bybee, and seconded by David Pasinski, it was RESOLVED that, pursuant to General Municipal Law § 3-c(5), the Board of Trustees of the Fayetteville Free Library does not override, for the 2018-2019 fiscal year, the tax levy limit imposed by Municipal Law §3-c(3)."

Ludwig called for a motion to accept the tax cap resolution  
(M) Bybee, (S) Pasinski, all approved.  
Resolution is signed by Ludwig and Wheeler.

Curtin- reviewed budget information sheet, also in the packets distributed to the Board is a glossary of terms prepared by Considine. Book sales and Café 300 have an increase in revenue line. 2.1% change in total income. Bybee indicated that the decline in General Donations is reflective of a long term trend for not for profits. Curtin- decrease in library materials line, increase in programs and outreach line- specifically for cultural presentations. Considine explained that there would be fewer print formats, of one title, purchased and that more materials would be restricted to FFL patrons for a longer period of time before they went out to the general public. IT- Board was provided with the detail in packet for this line; Bower requested information about self-checkout stations. Smith provided information about the new more user friendly stations that are now available. Building and Grounds, Insurance and Printing have expense line increases. Capital Maintenance line increased to accommodate the 2010 building maintenance schedule. Facilities Committee to address way to facilitate this maintenance. Discussion ensued about potential future NYS Construction Grant, SHIPO requirements for window refurbishment and whether or not the windows can be replaced (not refurbished) if non-grant money is used. Personnel line shows a 1.13% increase. The minimum wage earners will receive raises as required by the NYS law. Other employees are estimated to receive 2% raises, but because the library issues merit raises, no individual is guaranteed a 2% raise. Individual performance evaluations and circumstances at the time will determine individual raises. There is an increase in the health insurance cost line and a decrease in the professional development and training line. Curtin explained how we arrived at the 1.89% increase, which is very reasonable especially since there was a 0% increase last year and the staff has done a very good job keeping to the 0% increase.

Ludwig called for a motion to accept the proposed 2018/2019 budget  
(M) Pralle, (S) Bybee, all approved.

#### **President report: Ludwig**

Ludwig and Wheeler met with Amini and Edward Audi, Paul Terwilliger and John Brogan from Stickley; they also toured the Stickley museum. They stated that this was a very productive first step and we are hopeful that we can continue to work together to move forward the library's mission and vision while understanding Stickley's needs and viewpoints. The Facilities Committee will be determining membership and starting its meeting soon. Wheeler and Ludwig reviewed the current Executive Director evaluation form in use and decided to continue the use of that form.

#### **Executive Director's Report: Considine**

Considine is working with staff to develop a Dashboard of information in an effort to more fully meet the information needs of both the board and the public. Most of her time over the last several months has been spent on administrative and budget work. Considine has been speaking with colleagues around the country as well as performing research on fine free libraries. Sue will be out for surgery beginning on April 2.

#### **PR Committee Report: Pralle**

Pralle- meeting of FFLCA had first meeting and free training by Everylibrary. Well attended, trainee was very pleased. Meetings scheduled every week going forward, you can sign up on website. Steve Parker took photos of the board members.

Wheeler called for a motion to move into executive session  
(M) Pasinski, (S) Bower, all approved.

Wheeler called for a motion to move out of executive session.  
(M) Bybee, (S) Pralle, all approved.

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

Meeting adjourned at 7:37 pm.

Respectfully submitted,  
Laurel Flanagan, FFL Executive Assistant  
4/24 /2018