



Fayetteville Free Library  
Board of Trustees  
Minutes  
5/22/2018  
Approved 7/18/18

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, L. Flanagan- Executive Assistant

Excused:

Absent:

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

**Public Comment:**

Wheeler read the public comment policy.

Four public comment cards were submitted:

Anne Messenger

Mary Karpinski

Ray Letterman

David Marnell

**Minutes: Ludwig**

Ludwig called for a motion to approve the April 30, 2018 minutes

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

**Financial Report: Curtin**

Curtin- Balance sheet for April 30th not much change from last board meeting.

There is still confusion about \$1.9 million fund balance. It is not cash, it is assets in the building. This is the 5<sup>th</sup> meeting she has tried to explain this.

Income statement YTD numbers end of 10 month income number is \$1,561,296 and a \$10,830 variance.

Analysis on Book sales is being done by staff as we are currently \$5,000 under budget- more analysis to be done, this is a large revenue item on next year's budget. Discussion ensued about the book sales.

Expenses includes a favorable variance of \$5,000 excluding the mortgage. The largest variance for year is in IT, there are some items that were delayed in coming in, this line will come back in line before the end of June. Personnel variance will hold through the end of the year. Expecting to break even for the year.

Review of Café chart- discussion on profitability of café and the additional value that the café brings to the library besides being a revenue center. Discussion about the role of the café has been had in the Finance committee and will continue there.

Discussion of utilities graph- the portion of utilities used by Stickley each month is broken out, the library is not reimbursed by for this usage.

A discussion about window replacement ensued as a strategy for lowering utility bill. Pralle asked if there was any possibility of Stickley paying for the window refurbishment. Wheeler indicated that this will be part of the facilities committee discussions.

Curtin indicated that there were no bids for less than what we are currently paying for the library audit, the FFL will remain with Grossman St. Amour.

Reallocation of \$9,000 out of the salaries line in the current 2018/2019 budget. The finance committee will have a recommendation where this amount will be moved to by September meeting.

The NYS Annual Report will be made available to the Board of Trustees via a secure digital portal. Bybee encourages everyone to read the footnotes to the report.

The 990 has to be approved by each board member according to the By-Laws. It will be sent electronically to review and notify Curtin by June 4<sup>th</sup>.

The Dashboard is being prepared and should be ready for July Board retreat.

**President report: Ludwig**

Dave passed out article The Call Numbers of Wisdom by William L. Fox.

Ludwig and Wheeler visited the Gifford Foundation- it was determined that the FFL Board of Trustees is not eligible to apply for board training. The representative will be able to utilize their services for the summer retreat.

Wheeler passed out calendar of July with instructions to indicate the days you are not available and return to him.

Facilities- committee is formed it's members will include Wheeler, Pasinski, Curtin, Considine, and library staff- Pete Cioppa, Heather Matzel and Bradley Smith.

**Executive Director's Report: Considine**

Considine read the following report:

1. Budget Vote Success- Considine thanked the staff for their diligent, strategic and intentional expanded work we have undertaken over the past year to survey and have meaningful continuous discussions with our community in an effort to be ever more responsive and in alignment through our programs, services and spaces, with our community's contemporary and ever evolving needs.
2. May June and Summer Service and Program Highlights - Considine handed out newsletters and LM calendar and summer learning program and student visits schedule) and discussed partnerships with community resources.
3. Dashboard- ready for July retreat

4. Maxwell Survey- Initial findings- Collections assessment surfaced as a priority as a result of the survey, in addition to valuable feedback on our spaces and needs related to spaces to continue to expand our programs, services and access for the community. Survey participants expressed concerns about the Dewey hybrid classification system and being unable to find what they are looking for in the library. Considine is working with the team to analyze the feedback and the Director of Marketing is working on a summary analysis and report for the board that will be ready for the July retreat.
  
5. Case for Space and Planning – ongoing with team, looking forward to working in partnership with the facilities committee to move the community’s demonstrated facility needs and priorities forward.

NYS Construction Grant – Considine notified the System of our intent to apply for the next round of NYS Construction dollars for Phase 5 facility development. There is a financial match required of FFL if we move forward. The intent is not binding, so, if plans change, there is no penalty. Considine looks forward to working with the new facilities committee to move forward to best meet our communities’ evolving needs through our spaces.

6. Current Research and Projects: Considine shared the list of projects being worked on:
  - a. Fine Free Futures,
  - b. Measures that Matter,
  - c. Place Making,
  - d. ALA Reorganization,
  - e. Virtual FFL Tour,
  - f. Areas that the library is seeking grant funding and partnerships for include: Electric Car Charging Station, FFL Wireless hotspots in Canal Landing Park, an additional FFL Little Free Library in Canal Landing Park.
  - g. We held a community build to execute an SU student intern project to add three raised flower beds to our Green Space. The beds are intended to support our existing programs and STEAM and Sustainability learning opportunities for our community.
  
7. Considine attended a variety of workshops, along with the Director of Finance at the annual Bond Shoeneck and King Statewide Labor, Employment and HR conference.

NYS is mandating Sexual Harassment Training for all by October 1, 2018. Considine is looking for the resources and tools the State is developing between now and

September 2018 and will make these resources available to employers to deliver this training to staff.

Ludwig asked question about ADA compliance of website- Considine confirmed that the FFL website is ADA compliant.

**PR Committee Report: Pralle**

Pralle- will provide a report regarding the FFLCA

Board of Trustee pictures to be added to website soon

Wheeler- Board Retreat date will be set soon. He and Ludwig will coordinate trustee calendars to find a common meeting time.

Ludwig called for a motion to approve the revised Executive Director Compensation policy.  
(M) Bybee, (S) Curtin, all approved.

Wheeler called for a motion to move into executive session- Personnel.  
(M) Curtin, (S) Bower, all approved. 6:17 PM

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

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

Meeting adjourned at 7:20 pm.

Respectfully submitted,  
Laurel Flanagan, FFL Executive Assistant 5/23 /2018