



**FAYETTEVILLE FREE LIBRARY**  
**Fayetteville Free Library**  
**Board of Trustees Meeting Minutes**  
**September 22, 2020**

**Present:** B. Bower, E. Burnham, P. Curtin, D. Gorman, Heidi Holtz, R. Ludwig, H. Matzel, D. Pasiniski, S. Pralle, B. Smith, W. Sunderlin, D. Wheeler

**Absences:**

**Call to Order**

Ludwig called meeting to order at 5:15pm

**Approval of Minutes**

Ludwig called for resolution to approve; Curtin (M); Sunderlin (S); unanimous approval via roll call

**Public Comments**

Ludwig stated that the board received two emails which will be reviewed and the board will respond to those items which permit a response.

**Board Presentation**

Heidi Holtz of Stilwork Consulting Group provided an update on the Strategic Plan.

**Review of Financial Reports**

- Treasurer's report: Curtin

Noted that fixed assets are rising due to building improvement; we are under budget because of COVID and using savings to improve building; personnel expenses were down due to a vacancy that has since been filled; savings accounts are now protected by the FDIC; no adjustment necessary for June 2020 Interim audit. Curtin acknowledged Everett and Heather's work on this.

- Ludwig called for motion to accept: Pralle (M); Bower (S); unanimous approval via roll call

**Report of the Co- Presidents: Wheeler**

On behalf of the co-presidents, Wheeler thanked everyone for their participation on the Strategic Plan and for the communities that continued working during this COVID era.

Wheeler also thanked Heidi Holtz for her work to support the library staff and the BOD in the strategic planning process. The BOD looks forward to the completion of the plan and the excitement and energy the new goals will bring to the FFL and the community.

Wheeler noted that the co-presidents continue to be in communication with the ED. Staff has done a great job during this difficult time.

#### **Report of the Executive Director: Matzel**

Matzel presented a report on library use and events.

Matzel reported meeting with the Manlius library director to discuss deliberate steps for safely reopening the library for limited hours.

In addition to allowing limited in-person visits to the FFL for computer use, the library is offering services such as curbside printing.

Many changes have been, and will need to be made to building to safety reopen.

Staff has sought public input, including using Zoom surveys to elicit user feedback on programs.

- D. Pasinski asked about acquisitions to the library and asked if there is a way to easily communicate to public about new acquisitions. Matzel said acquiring new materials has been challenging because of COVID but that things are picking up. The library is starting to incorporate “virtual displays” through social media to advertise new acquisitions.
- Curtin asked if staff had any direct contact with the school district. Matzel replied that she and Jen (of Manlius library) emailed Superintendent Tice, to ask what they need, and are waiting to hear back.

#### **Public Relations Committee Report: Pralle**

Committee met with Leah Kraus to discuss strategies for communicating to the public the services FFL is providing during COVID and keeping them up-to-date of changes.

#### **Facilities Committee Report: Wheeler**

Facilities committee met on Sept. 10 to discuss a variety of issues including project completed, current projects, and future building projects. Sunderlin summarized work and progress of the Green Energy Team.

- Pralle asked about possible upgrades to the HVAC system to make it more COVID-compliant. Matzel is investigating this.

**Policies and Procedures Committee Report: Ludwig**

Ludwig noted that the committee is reviewing policies on a set timeline.

**Board Action Items: Ludwig**

- Resolution to approve corrected 403B: Ludwig called for resolution to approve; Curtin (M); Pralle (S); unanimous approval via roll call
- Resolution that the Treasurer and Executive Director are authorized to complete the necessary paperwork and open a new "Insured Cash Sweep" (ICS) account at NBT Bank. Curtin (M); Wheeler (S); unanimous approval via roll call
- Resolution to approve the suspension of overdue fines for the year 2020. Ludwig called for motion to approve; Pasinski (M); Sunderlin (S); unanimous approval via roll call
- Resolution that the Board reviewed the Whistleblower Policy (after submitted for legal review) and accepts that it needs no updates or revisions. Ludwig calls for motion; Wheeler (M); Curtin (S); unanimous approval via roll call
- Curtin presents resolution that staff are authorized to borrow up to \$200,000 of \$300,000 loan to complete roof and other projects; Curtin (M), Sunderlin (S); unanimous approval via roll call

Ludwig calls for motion to adjourn; Wheeler (M); Pasinski (S); unanimous approval via roll call

Meeting adjourned 6:19pm

Respectfully submitted,  
Sarah Pralle, Board Secretary