

## FFL Board Meeting 11.24.20

Present: Randi Ludwig, David Wheeler, Doug Gorman, Heather Matzel, Pat Curtin, Melissa Whipps, William Sunderlin, Dave Pasinski, Sarah Pralle, Mike Lisson, Everett Burnham

Absences: none

Guest: Mike Lisson, CPA Grossman, St. Amour

### **Call to order**

- Ludwig calls a meeting to order at 5:28pm.

### **Public Comment**

- There is no public comment period because of the virtual nature of meeting, which is being live streamed on YouTube for the public.

### **Approval of minutes**

- Ludwig calls for motion to approve minutes from 9.22.20 as amended; Curtin(M); Wheeler(S); Whipps abstained. Unanimous approval by roll call from remaining trustees.

### **Auditor's report: Lisson**

- Lisson reported that there were no issues with the June 30, 2020 audit and the library is in a good financial state. The ERTC receivable of \$84,000 shows as a reduction of payroll expense and as an asset. Staff has done a good job with internal controls during the pandemic. The last footnote calls to our attention the uncertainty for the remaining pandemic.
- Ludwig calls for motion to approve the auditor's report; Pasinski(M); Sunderlin(S); Unanimous approval by roll call.
- Mr. Lisson left the meeting.

### **Treasurer's report: Curtin**

- Form 990 for June 30, 2020 was sent to the Board for review. Curtin asked for approval of the document Wheeler (M); Pralle (S); Whipps abstained. Unanimous approval by roll call from remaining trustees.
- October 30, 2020 financials were reviewed. Modified operations under the pandemic has resulted in both income and expenses with a net favorable variance of \$88,000.
- The tax referendum monies were received on time so FFL did not need to borrow any money in October. The borrowing for building improvement will occur before March 2021.

- Ludwig calls for motion to accept the Treasurer's report; Wheeler(M), Pasinski(S); Unanimous approval by roll call.

**Report of the co-presidents:** Wheeler

- Ludwig welcomed Melissa Whipps to the board and said they were looking forward to working with her. She brings a lot of expertise to the board and will serve on the Financial Committee.
- Ludwig thanked the trustees for their hard work on the committees, resume reviews and strategic plan work
- Ludwig and Wheeler both reported on their visits to the library to see the operations during Covid. Both commended Heather on her organization and procedures that kept the library working so well. They each noted the staff's creativity and commitment to figuring out how to continue to serve the public during this challenging time.

**Report of the Executive Director:** Matzel

- Matzel presented a report on library use and events.
- Mailer was sent to residents in 13066 to let the community know we are grateful for them.
- The IT team worked hard over the past few months to develop new communications tools for the staff. Additionally, they facilitated recovering our servers after a power outage.
- New Adult Services Librarian, Tim Furgal, began in October.
- Final draft of the strategic plan will be sent to the full board prior to the next board meeting in January. The plan will be voted on at this meeting.

**Public Relations committee report**

- No report

**Facilities committee report**

- Wheeler reported highlights on the Facilities minutes distributed to the board on current projects and future projects as well as completed projects (parking space/handicapped signs) and the Green Energy Team Report (green energy study, EV charging stations, solar energy).

**Policies and Procedure committee report**

- Ludwig stated that the committee reviewed the policies that will be voted on during the action items section next on the agenda.

**Board Action Items**

- Ludwig calls for motion to approve all three technology policies, the Patron Internet and Computer Usage Policy, Privacy Policy and Cookie Policy; Sunderlin (M), Wheeler (S); Unanimous approval by roll call.

Ludwig calls for motion to adjourn meeting; Curtin (M), Pralle(S) Unanimous approval by roll call.

Meeting adjourned at 6:25pm

Respectfully submitted,  
David Pasinski, Secretary