



**Fayetteville Free Library
Board of Trustees Meeting Minutes
January 26, 2021**

Present: R. Ludwig, S. Pralle, P. Curtin, D. Wheeler, W. Sunderlin, D. Pasinski, H. Matzel, E. Burnham, D. Gorman, M. Whipps

Call to Order

Ludwig called a meeting to order at 5:15pm and called for a motion to amend the agenda to go into the Executive Session to discuss personnel issues regarding the Executive Director's evaluation.

Curtin (M); Pralle (S); unanimous approval via roll call

Ludwig stated that the board would go into the Executive Session and explained to the public how it would work. She stated that the live feed meeting would remain open and a visual will be projected onto the screen and the board will then return to the live feed and resume the Board meeting when the Executive Session was ended.

The Board went into executive session and returned to public session at 5:59pm.

Approval of Minutes

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

Review of Financial Reports

- Treasurer's report: Curtin reported on the December 31, 2020 financials with a positive bottom line of \$143,000. Pralle asked about the use of funds by ERTC. Curtin responded that it was used to reduce the payroll expenses. Pralle asked about new funds. Curtin stated that we don't qualify for them as of now.
- Curtin asked for a resolution that authorizes the Treasurer to sign the necessary documents to draw the \$300,000 from the loan that was signed in 2020, and authorize management to set up a savings account at M&T Bank to hold the funds until needed. (action taken during board action items)
- Ludwig called for motion to accept: Sunderlin (M); Pralle (S); unanimous approval via roll call

Report of the Co- Presidents:

Ludwig stated that it had been a very challenging time due to the holidays and the impact of COVID. She stated that in spite of these challenges, the Co-Presidents met with Heather each month to discuss what was happening in the library during this time of increased COVID cases in the county and how the library had to adapt.

The Strategic Plan is now completed and will be presented by Heather later in the meeting for the Board to vote on. Ludwig thanked the Strategic Plan Committee members, library staff and trustees who all contributed time, expertise, and ideas to make the plan come to fruition.

Now that the Strategic Plan is finalized, Ludwig stated that the Board can focus on the library budget and Board training. The Board will be moving forward with the required training that had to be postponed during the quarantine and pandemic last year. She stated that the Board is excited to be working again with Heidi Holtz on this important task.

Report of the Executive Director: Matzel

Matzel presented a report on library use and events for November and December. One highlight was in December when Santa visited the library for a “drive-in” singalong storytime. There were about 150 attendees in their vehicles during two sessions.

Matzel reported that COVID hit the library hard in November and December. With the rise in the number of cases and in coordination with the Manlius library, the library limited building access on December 17th and no longer is offering express browsing and computer use until the rates improve. One sign of hope throughout this time has been the outpouring of support from our community members donating to our annual drive. We have 150 donors to date! We are humbled and grateful!

Matzel presented the Strategic Plan and discussed the goals, vision and focus areas for the library. Our three year goal is to “broaden our reach and deepen our impact to strengthen our whole community,” by focusing on stability, sustainability and inclusion within our organization, services and facilities. For our organization, we will work to strengthen our support staff, bolster board engagement and improve our volunteer program. Under our service goals, we will work to better understand and meet our community needs, strengthen relationships and assess and refine our programming. For our facility goals, we will implement green energy technologies, improve the condition and accessibility of our building and explore renovation opportunities.

Committee Reports:

Facilities Committee Report

- Wheeler discussed:
 - Current Projects: ventilation system in the FabLab, the boiler replacement and parging.

- Projects Completed: handicapped parking signs and parking blocks (some visibility concerns and skateboarder impact on the paint). Laurel will work with VIP on the preserving the esthetics of the building. Future Projects Future Projects: Upgrade PASCO system, new sidewalk, commercial cooler replacement, community room floor replacement, re-staining porch timbers and improving security with key FOB installation. Estimates are being gathered for each project.
- Wheeler thanked Laurel Flanagan for her tremendous work on the committee.

Board Discussion Items

- Matzel shared an idea from a patron who wants to create a mural on the outside wall of the library. All trustees were in favor of the idea but wanted to wait to see if the parking was a good surface to use, discuss further the ways to get a design (contest, etc.) and wanted to bring Stickley into the conversation. Many ideas were discussed that should be included in the design: diversity, library symbols, our community.

Board Action Items:

- Resolution to approve fine forgiveness until June 30,2021. Wheeler (M); Sunderlin (S); unanimous approval via roll call
- Resolution that authorizes the Treasurer to sign the necessary documents to draw the \$300,000 from the loan that was signed in 2020, and authorize management to set up a savings account at M&T Bank to hold the funds until needed Pasinski (M); Whipps (S); unanimous approval via roll call
- Resolution to approve Strategic Plan. Pralle (M); Curtin (S); unanimous approval via roll call

Ludwig called for motion to adjourn; Pralle (M); Curtin (S); unanimous approval via roll call

Meeting adjourned 6:36 pm

Respectfully submitted,
David Pasinski, Board Secretary

