



**DRAFT**

**Fayetteville Free Library  
Board of Trustees Meeting Minutes  
March 23, 2021  
via Zoom**

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

**Excused:** D. Pasinski

**Call to Order:**

Ludwig called the meeting to order at 5:15 PM

**Mission Moment:**

Ludwig introduced the Mission Moment as an agenda item that will occur at Board of Trustee meetings going forward. Matzel shared the March Mission Moment that included pictures and stories of how the FFL is impacting youth through virtual storytime, virtual STEAM programs and teen connections.

**Public Comment:**

Ludwig reported that the Board of Trustees email received two emails this month, from M. Karpinski (topic: Strategic Plan) and R. Duncanson (topic: roofing). The emails will be reviewed and considered for response.

**Approval of Minutes:**

Ludwig called for a resolution to approve the January 26, 2021 minutes as submitted Wheeler (M); Curtin (S); unanimous approval via roll call

**Review of Financial Reports:**

Curtin reported on the February Financials: Second mortgage has closed, at a rate of 4.5%, providing the funding for the roof and parge coating. Statement of Revenue: Income is down \$45,000 due to the pandemic, we expect this trend to continue through 2021/2022 budget cycle. There are fewer patrons in the building, no cafe revenue, continued fine forgiveness, and no book sales. Revenue receipts include the large donation for the EV stations.

Expenses are down due to limited operation in the building creating lower utility usage, more materials being purchased in electronic format and the website moving to "in house" maintenance.

Capital Improvements- these are in process of being scheduled for spring.

Audit- we have not been billed for this yet.

Personnel- A librarian position was open for the first half of the fiscal period, Cafe staff has been reassigned to other positions.

Net- \$154,000 positive variance

We are monitoring the possible ERTC (employee retention credit) available this spring and will review it in the Finance Committee.

The Finance Committee reviewed the NYS Annual Statistical Report and recommends approval of the report later in the agenda.

Curtin presented the 2021-2022 Budget

There has been a large decrease in the amount of revenue available for operations however the staff and board have worked very hard to present a budget that stays under the tax cap and maintains the services our community has come to expect. Staff has tried to balance the economic situation with the community expectations that were input during the Long Range Plan preparation. Every FFL Board member is a tax payer in the FM school district and as such they are very aware of the financial uncertainties that residents face. The FFL is asking for a tax levy of 1.5%. This is the 4th year in a row that the FFL has presented a budget that is under the tax cap (tax cap is 1.67%). This levy request is in line with the ask being made by the Manlius Library and the Community Library of Jamesville and Dewitt. The COVID-19 pandemic has presented challenges in our ability to forecast library operation for the coming fiscal year but we have worked hard to present a budget that is both fiscally responsible and includes the community's requests.

Revenue- reduced revenue by \$50,000 or 2.5%- includes a continuation of the cafe being closed, fines being forgiven through June 2022 and book sales being suspended.

Expenses- reduced expenses by: increasing the amount of electronic as opposed to print materials purchased; continuing virtual programming; end of computer lease (new plan to stagger computer upgrade over 4 years); continue website maintenance in house.

Buildings & Grounds- several major projects have been completed over the last three years, there are no large projects forecasted for this budget cycle. Excellent work done by the Facilities Committee and VIP to identify and prioritize the repairs that were needed to maintain the building.

Finance- increase due to increase in mortgage finance costs.

Administrative- decrease due efforts to use less administrative supplies

Personnel- includes 2% wage increase for professional staff, increase due to minimum wage increase and providing a living wage for hourly employees. No new additional staff and no additional cuts in staffing is planned. Overall 0.28% increase in payroll.

Ludwig called for a motion to accept the Treasurer's report including the 2021-2022 budget: Sunderlin (M); Whipps (S); unanimous approval via roll call

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

Wheeler reported that he and Ludwig met with Matzel to discuss the steps for implementing the board approved Strategic Plan and how best to align it with the financial goals of the FFL. "Board Refresher" training with Heidi Holtz will begin on April 8th at 6:00 PM. This training is part of the NYS Library Minimum Standards. Ludwig, Whipps and Matzel will be attending the "What Every Trustee and Director Should Know" webinar presented by Jerry Nichols and will share outcomes with the rest of the board. Thank you to Matzel, Burnham, Curtin and the entire library staff for their hard work preparing this year's budget.

**Report of the Executive Director:**

Matzel presented the January & February summary of library activity which included: 1,982 curbside appointments; 124 virtual programs, 1,836 program participants; and 2,122 activity kits distributed. In building visits between February 16 and February 28 (reopen on 2/16) was 80. The FFL received 70 valentines during the "I Love My Library" campaign and Matzel shared an entire page of the responses. Wheeler thanked Matzel for coordinating efforts with Manlius Library in regards to the hours that the buildings are open and for the excellent working relationship that Matzel has fostered.

**Facilities Committee Report:**

Wheeler reported that current projects include: adding a ventilation system to the Fab Lab to increase air flow as necessitated by the 3D printing, repairing the parge coast on the west wing-west side of the building, repairing the front sidewalk, upgrading the PASCOCO energy system, installing key FOBs for staff entrance, installation of four air filtration machines and installing two EV charging stations. Discussion occurred about EV stations and FFL's Lego team that proposed the original idea.

Future projects include: community room floor replacement, east wing - Northside foundation repair, west wing interior basement wall insulation and a long term boiler and boiler pump replacement plan.

Green Energy Team- Green Jobs/ Green NY Energy Study recommendations include: more building insulation, additional LED lighting, double glazed windows, and geothermal heat pump installation. Sunderlin reported on the research he and Flanagan are doing into community solar, they will make a recommendation to the Facilities Committee in the future.

Flanagan reported on the Sustainable Manlius Committee, she is part of the EV subcommittee and Leah Kraus is participating in the programming happening around Earth Day.

**Board Action Items:**

Resolution to approve NY Annual Statistical Summary:

Matzel presented a summary of the FFL's submission of the Annual Report for Public and Association Libraries - 2020- report spans fiscal year 7/1/19-6/30/20 and calendar year 1/1/20-12/31/20. Statistics were impacted by OCPL computer hack in July 2019 and COVID-19 pandemic starting in March 2020. Trends we see are an increase in circulation of the electronic collections; increase in use of our social media platforms; and a decrease in our website views. Opportunities and areas of growth include: ESOL collection and programming; adult programming in and around literacy and digital literacy; and explore the need for adaptive technologies. Discussion occurred about retaining digital library cards in the future, Matzel described the FFL app currently being developed.

Ludwig called for a resolution to approve the NY Annual Statistical Summary as submitted Curtin (M); Pralle (S); unanimous approval via roll call

**Adjournment:**

Ludwig called for a motion to adjourn. 6:10 pm

Wheeler (M); Sunderlin (S); unanimous approval via roll call

Respectfully submitted: Laurel Flanagan FFL Operations & Facilities Manager