



**DRAFT**

**Fayetteville Free Library  
Board of Trustees Meeting Minutes  
May 25, 2021  
via Zoom**

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

**Excused:**

**Call to Order:**

Ludwig called the meeting to order at 5:16 PM

**Mission Moment:**

Ludwig welcomed everyone and explained the Mission Moment. Matzel shared patron comments about the FFL's Commitment to Diversity, Equity and Inclusion. A Fayetteville resident emailed thanking the library for its commitment to the LGBTQ+ community and we also received emails from parents thanking us for our April Autism Acceptance month display.

**Public Comment:**

Ludwig reported that the Board of Trustees email received one email this month, from M. Karpinski (topic: accountability for public funding). The email will be reviewed and considered for response.

**Approval of Minutes:**

Ludwig called for a resolution to approve the March 23, 2021 minutes as submitted Curtin (M); Pasinski (S); unanimous approval via roll call

**Review of Financial Reports:**

Curtin reported on the April Financials: The library staff is doing a terrific job managing the budget during this difficult time and we will finish the year in the black again. The second mortgage closed in February. Statement of Revenue: Income is down \$51,949 due to the pandemic, we expect this trend to continue through 2021/2022 budget cycle. There is no cafe revenue, continued fine forgiveness, and no book sales. Other income includes the large donation for the EV stations.

Every expense line is down due to limited operation in the building, with the exception of the Building & Grounds line because of instructions from the library auditor to move the roof replacement expense to Building & Grounds line.

Net is a \$148,722 positive variance

The unusual situation of the pandemic has offered the FFL the opportunity to save some money for future improvements to the property. It will be restricted by the Board and cannot be used by the staff for operating expenses. This has been reviewed by both the FFL CPA and attorney, and will appear as an extraordinary item in the financial statements.

Curtin read the following resolution:

*Whereas, the Coronavirus Aid, Relief, and Economic Security (CARES) Act provided unexpected partial support of employee compensation costs during the pandemic through the Employee Retention Tax Credit, and*

*Whereas, the Fayetteville Free Library did not have to use all of its budgeted funds to retain its employees through the partial shutdown period over two fiscal years, and*

*Whereas, the Board is being proactive in maintaining and improving the valued property which holds the Library,*

*Therefore, be it resolved that FFL establish a "Board Designated Reserve for Capital Improvements" in the amount of \$200,000.*

Discussion ensued and Curtin was able to answer questions and provide examples.

Ludwig called for a motion to accept the resolution:

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

Ludwig called for a motion to accept the Treasurer's report:

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

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

Wheeler read the report thanking the community for the positive response to the annual budget vote; thank you for the recent board training opportunity by Stillworks Consulting there will be additional trainings scheduled this summer; the Policy Committee will now be called the Governance Committee and will be looking at committee profiles, by-laws, board recruitment and a diversity statement.

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

Matzel president the March & April summary of library activity which included: 999 curbside appointment; 25,229 items circulated; 122 programs; 1,598 program participants; 2,010 activity kits distributed and 3,972 in building visits. On April 26<sup>th</sup> the library expanded open hours to M-TH 9 AM- 8 PM; F & Sat. 10 AM- 5 PM. Matzel presented data to support the decision to adjust the library closing time from 9 PM to 8 PM and expand Saturday closing in the Summer from 2 PM to 5 PM. Matzel presented café reopening plan, date set for 10/4. The fine free initiative will continue with the library adopting automatic renewal of library items starting 7/1. The Strategic Plan update: a staff DEI working group has been formed and is putting together a plan for a collections diversity audit.

#### **Board Action Items:**

Kraus presented annual report to the community- 2020 highlights included: 7,200 curbside pickup appointments, 370 physical items loaned daily, 12,000 cardholders (1,000 of them new card holders), 7,240 attendees at 550 events, 140 digital items loaned daily and 3,430 hands on activity kits distributed. Library volunteers will be returning to the building on June 1.

Curtin thanked the IT team for quickly getting the FFL up to speed with online programming within a week of shutdown, Wheeler and Ludwig thanked the FFL admin team for their leadership.

Ludwig called for a resolution to approve the annual report to the community

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

**Adjournment:**

Ludwig called for a motion to adjourn. 6:25 pm

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

Respectfully submitted: Laurel Flanagan FFL Operations & Facilities Manager