



**DRAFT**

**Fayetteville Free Library  
Board of Trustees Meeting Minutes  
September 28, 2021  
via Zoom**

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

**Excused:**

**Call to Order:**

Ludwig called the meeting to order at 5:16 PM

**Mission Moment:**

Matzel shared the FFL Strategic Plan Goal: Expanding our Reach examples- A food story time with Trader Joes which 72 people attended; first time patron used our charging stations and read a book while waiting; excitement around our highlight of diversity in the children's collection; a successful Food Truck Friday/ Summer Reading Kickoff outreach event.

**Public Comment:**

Ludwig reported that the Board of Trustees email received one email this month, from R. Duncanson and cc'ed to M. Karpinski (topic: construction application on agenda). Will be addressed later in the meeting when we get to that action item.

**Approval of Minutes:**

Ludwig called for a resolution to approve the May 25, 2021 minutes as submitted Curtin (M); Pasinski (S); unanimous approval via roll call

**Review of Financial Reports:**

Curtin reported on the financials: June 30 Financial Statements. Year-end Audit is underway, there is no adjustments from the draft we had seen before. The year-end auditors report will be available for the next board meeting. The monthly reports that the board reviews are very accurate, there have been no adjustments needed for the entire year prior.

Report on August financials: Net gain is \$28,218. Similar trends as we have seen during the Covid-19 pandemic. Income and expenses are down because fewer people are in the building. We are at the time of year when our operating cash is very low as the check from the tax revenue will be arriving within the next month. The building is our largest asset and we are currently doing a very good job taking care of it, the Board Designated Reserve for Capital Improvement in the amount of \$200,000 will allow for future building development. This moves some of the ERTC money into a reserve for Capital improvements.

Other income is down almost \$5,000 because people are not in the building to use the Fab Lab supplies, make copies, etc. There continues to be no income from Café 300 as it is not open at this time, it was not budgeted to be open during this current budget cycle. Each category of expense is down due to reduced usage. Personnel variance is due to Support Staff and Circulation hours being down.

Ludwig called for a motion to accept the Treasurer's report:  
Sunderlin (M); Pasinski (S); unanimous approval via roll call

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

Wheeler read the report welcoming everyone back for the fall meeting; thank you to Heidi Holtz for the fundraising training; thanked everyone involved in bringing about the EV station installation; reported that there has been a large number of applications for the open board of trustee positions; and thank you to Matzel and the FFL staff for doing an excellent job reopening the library and transitioning to the fall as schools reopens.

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

Matzel presented the May & June summary of library activity which included: 8,283 in building visits; 1,086 program participants and 89 programs. July & August summary included 13,843 in person visits; 49,768 items circulated and 367 summer reading participants. The FFL held their annual STEAM camps and even with the different format the camps were very well attended. Mike Cimino and Kristen Peirson received the CLRC 2021 Library Staff All Star Award. Staff has done an excellent job dealing mask mandate changes. Two library clerks have graduated with their Masters Degrees and secured librarian jobs, we are currently training replacements. We have launched the FFL App. Thank you to T.H. Kinsella and the Fayetteville Garden Club for the donation and placement of the boulder in the front rock garden.

### **Board Committee Reports:**

Governance- Ludwig: action items later in the agenda

Facilities- Wheeler: no meeting since May, next meeting scheduled for October

Finance- Curtin: August meeting. Reported in Review of Financial Reports section of agenda.

### **Board Action Items:**

Resolution to ratify the FY 2021-2024 State Aid for Library Construction grant application by unanimous written consent after September 1, 2021 e-vote. Improving safety and accessibility in the FFL Green Space.

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

Resolution to approve the amended by-laws: Article VII- dissolve Co- President Positions and replace with President and Vice President Positions.

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

Resolution to change Article VII, section 4, part d. to- "In the absence of the President and Vice President from a meeting of the Board"

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

Adoption of the Social Media Policy

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

Adoption of the Meeting Room Use Policy

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

Adoption of the Collection Management Policy

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

Adoption of the Donation Policy

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

Resolution to approve the committee membership and chairs for 2021-2022.  
Facilities chair: Wheeler  
Governance chair: Ludwig  
Finance chair: Curtin

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

Resolution to approve the OCPL memorandum of understand (MOU).

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

Ludwig called for a resolution go into Executive Session, for appointments, at 6:08 PM  
Wheeler (M); Pasinski (S); unanimous approval via roll call

Ludwig called for a resolution come out of Executive Session at 6:52 PM  
Wheeler (M); Curtin (S); unanimous approval via roll call

**Adjournment:**

Ludwig called for a motion to adjourn. 6:53 pm  
Sunderlin (M); Pasinski (S); unanimous approval via roll call

Respectfully submitted: Laurel Flanagan, FFL Operations & Facilities Manager