



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

DRAFT

Present: K. Blythe, P. Curtin, R. Ludwig, S. Pralle, M. Russell, A. Stone, W. Sunderlin, D. Wheeler, M. Whipps, H. Matzel, E. Burnham, L. Flanagan, P. Cioppa, D. Gorman, M. Lisson

Excused:

Ludwig led an introduction of board members.

Call to Order:

Ludwig called the meeting to order at 5:35 PM

Mission Moment:

Ludwig shared her experience at a recent Meet the Author program. She had the opportunity to watch one of the participants interact with the author who really impacted her life. We sometimes don't realize or forget the positive impact that the library programs make in people's lives.

Public Comment:

Ludwig reported that there was no public comments.

Approval of Minutes:

Ludwig called for a resolution to approve the September 29, 2021 minutes as submitted Wheeler (M); Sunderlin (S); six approved, three abstained via roll call

Review of Financial Reports:

Curtin introduced Michael Lisson, from Grossman St. Amour, who performed the financial audit for the last fiscal period and prepared the 990. Lisson reported a "clean audit"; procedures that were put in place for remote work, due to the pandemic, were satisfactory; no significant changes in presentation from previous years; Net assets decreased by \$7,700, an almost break even position which is excellent when compared to other not for profits that he works with during the pandemic.

Ludwig called for a motion to accept the 2020-2021 Audited Financials as presented: Sunderlin (M); Curtin(S); unanimous approval via roll call

Ludwig called for a motion to accept the 2020 Form 990 as prepared: Stone (M); Curtin (S); unanimous approval via roll call

Curtin indicated that the audited financials and 990 will be posted on the website. The Finance Committee met and reviewed the October financials. October is the library's highest cash

month. The library is still waiting for the employee retention credit from the federal government. Summary of Operating Statement: income is down due to things like Café 300 not being open, expenses are down due to things like less staffing. The final rebate for the charging stations was received. Curtin met with Matzel to review Matzel's plan to bring clerical and support staff pay up to the current living wage. This is a goal of our strategic plan for hourly employees. Curtin complemented Burnham and Lisson for a job well done.

Report of the President:

Ludwig formally welcomed the new board members. Please review and sign the Conflict of Interest and Whistleblower forms you receive in the mail and return to Flanagan ASAP. November kicked off the holiday kindness campaign at the FFL, you can read the letter of support written by the board and published in the Eagle Bulletin. Ludwig thanked Matzel and the entire staff for their hard work, she thanked everyone for attending tonight's meeting and wished everyone a Happy Thanksgiving.

Report of the Executive Director:

Matzel presented the September & October summary of library activity which included: 11,532 in building visits; 1,234 program participants and 87 programs. You will see Overdrive transition to Libby, the staff will begin work on the budget next month and plans a deep analysis of the media and digital collections. Outdoor programming has moved inside in smaller socially distanced numbers. Some programs are running inside with a hybrid model of in person and virtual attendance. We have seen a return of teens to the teen library space. The FFL held a book sale at the Fayetteville Farmers Market in September and we have another one planned for the Emma Beard Room on December 5. OCPL has announced that they will adopt their current fine free model permanently. Matzel will be leading discussions with her team about FFL's future fine policy and bring to the board for their discussion and consideration.

Board Committee Reports:

Facilities- Wheeler: Community member, Jim Resig, has joined the committee as a volunteer advisor. Flanagan has given him two tours of the entire facility, he is currently digitizing the facility As Built drawings. Flanagan and Sunderlin continue to review information on community solar for the FFL.

Governance- Ludwig: update of Executive Director evaluation form; revision of the Strategic Board Development Process; upcoming Zoom training about reading not for profit financials, date TBA.

Board Action Items:

Ludwig called for a resolution to approve the Strategic Board Development Process: Wheeler (M); Sunderlin (S); unanimous approval via roll call

Adjournment:

Ludwig called for a motion to adjourn. 6:45 pm
Curtin (M); Whipps (S); unanimous approval via roll call

Respectfully submitted: Laurel Flanagan, FFL Operations & Facilities Manager