



**Fayetteville Free Library
Board of Trustees Meeting Minutes
January 25, 2022
via Zoom**

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

Absent: A. Stone

Excused:

Call to Order:

Ludwig called the meeting to order at 5:16 PM

Mission Moment:

Matzel shared the story about an email we received from a mother who uses the family room with her child regularly. The child was upset because the mustard bottle was missing from the play kitchen, Miss Kristen located it as soon as she heard and sent the mother a return email that put the child's mind at ease quickly. A small thing that meant a lot to that family.

Public Comment:

Ludwig reported that there was no public comments.

Approval of Minutes:

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

Board Presentation: Heather Moore

"Meeting Your Neighbors: a developing program for adults to welcome newcomers and foster community belonging". Moore led a discussion and answered questions about this project that she is working on for her MLIS degree. She requested the board follow up with her with any ideas they may have.

Review of Financial Reports:

Curtin reported that the Finance Committee had met and reviewed the December financials the previous week. The goal is to have approximately \$600,000 in operating cash at the end of June to carry us through until tax revenue is received in October. The ERTC receivable of \$111,000 has not come in yet, most expense categories are under budget due to supply chain issues and COVID related issues. Positive bottom line of \$102,000. The board restricted funds in the amount of \$200,000 are still in place, this shows that the board is planning for the future. The first book sale since the pandemic was held in December and performed well. The library received an anonymous donation in the amount of \$4,000. There are no plans to reopen the Café in this fiscal period. Needed foundation repairs will be accomplished using the regular

operating budget. Currently the payroll line is under budget but this will change in January as minimum wage has gone up and the library has adjusted some pay rates due to the “payroll compression” caused by that minimum wage increase.

Ludwig called for a motion to accept the December financials as presented:
Wheeler (M); Sunderlin (S); unanimous approval via roll call

Report of the President:

Ludwig wished everyone a Happy New Year and is looking forward to implementing the library’s strategic plan goals and passing the budget in May. She thanked the board for returning the annual signature forms to Flanagan and completing the Executive Director evaluation. Special thank you to L. Kraus for coordinating staff participation in ED evaluation. Wheeler and Ludwig met with Matzel to review the feedback and formulate goals for the next year. The results will be discussed in executive session later. New signage has been put up in the library. Take a look at the art display now featured in the Emma Beard Room and think about participating in a library program. The board financial training workshop will be scheduled in April. Please note that next board meeting will be March 8.

Report of the Executive Director:

Matzel presented the November & December summary of library activity which included: 12,412 in building visits; 1,885 program participants and 101 programs. The library has been busier, patrons were using the Maker Space to make Christmas gifts throughout December. Digital downloads are becoming more and more popular. We were able to hold three popular, in person events, safely. The harps holiday concert, pictures with Santa and a partnership with the JCC for a holiday kindness kickoff event. We will keep the appointment based pictures with Santa going forward as it was a positive change to the event. We received a lot of positive feedback about our transgender awareness display. The library held two staff training events, around enforcing the mask mandate, one about the importance of wellness and the other was tactical training from the Manlius Police Department to which the Manlius and Minoa library staff were invited as well. Matzel shared pictures of example of “Busy Walls” that we received a donation to support the installation of. She hand signs all donation thank you letters and is so grateful for every one of them. A Girl Scout will be implementing an instrument lending library, here at the FFL, starting with a collection next month. Matzel shared the Request for Reconsideration Library Resources Form and process. Matzel shared the updated Strategic Plan Chart that indicates the large number of items that have been completed or are in process.

Board Committee Reports:

Facilities- Wheeler: committee met in December. David Pasinski has re-joined this committee. Flanagan and Resig did a thorough survey of the building and identified areas for improvement. Sunderlin and Flanagan continue to gather information on Community Solar opportunities for the library. Matzel shared a draft copy of the maintenance schedule, the library construction grant to improve safety and accessibility of the green space and development ideas for the East Wing.

Governance- Ludwig: the committee met in December and they are up to date on policy review. They are in process of planning their next meeting as well as the financial training workshop for the board in April.

Board Action Items:

Matzel presented the Annual Report to the Community

Ludwig called for a resolution to approve the Annual Report to the Community:

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

Ludwig called for a motion to go into executive session to discuss a personnel issue. 6:26 pm:
Pralle (M); Wheeler (S); unanimous approval via roll call

Ludwig called for a motion to end executive session and return to public session. 6:51 pm:
Curtin (M); Whipps (S); unanimous approval via roll call

Adjournment:

Ludwig called for a motion to adjourn. 6:52 pm:
Wheeler (M); Curtin (S); unanimous approval via roll call

Respectfully submitted: Laurel Flanagan, FFL Operations & Facilities Manager