



**Fayetteville Free Library  
Board of Trustees Meeting Minutes  
March 8, 2022  
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

**Absent:**

**Excused:**

**Call to Order:**

Ludwig called the meeting to order at 5:15 PM

**Mission Moment:**

Matzel shared a program survey from a patron who attended our movie program that featured Will Smith in "King Richard". The movie programs are an in person event we continued to offer through the recent Omicron variant imposed capacity restrictions. This movie provided inspiration and entertainment at a time when the patron was feeling discouraged about her life.

**Public Comment:**

Ludwig reported that there was no public comments.

**Approval of Minutes:**

Ludwig called for a resolution to approve the January 25, 2022 minutes as submitted Stone (M); Pralle (S); unanimous approval via roll call

**Review of Financial Reports:**

Curtin reported that the Finance Committee had met and reviewed the January financials. The ERTC receivable of \$111,000 has not come in yet. Positive bottom line of \$125,000. The board restricted funds in the amount of \$200,000 for building and grounds are still in place. The ongoing book sale being held in the Emma Beard Room has proved to be an excellent idea and increase the book sale revenue significantly more than was budgeted. We are experiencing supply chain issues due to the pandemic with respect to receiving the computer monitors that were ordered. Exterior building maintenance work has been approved and scheduled for the spring. The payroll changes to comply with the minimum wage increase and adjusted some pay rates due to the "payroll compression" caused by that minimum wage increase have been implemented.

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

Curtin reported on the 2021 New York State Annual Report: Matzel and her staff did an excellent job pulling together the data and answering the questions on this annual report. Changes to the questions on the report were coming in as late as last week. Due to the pandemic and the nature of the report attempting to harness all types of library services in the state there are many peaks and valleys in the statistics that don't accurately reflect trends. Matzel noted that circulation of print and electronic collection have shown significant increases. It would be beneficial if the state provided the questions for the data they will request prior to the year they are seeking information on. The annual report reporting year includes sections on both the calendar year 2021 and FFL fiscal period which is July 1, 2020- June 30, 2021.

Ludwig called for a motion to accept the 2021 New York State Annual Report as presented: Russell (M); Whipps (S); unanimous approval via roll call

### **Report of the President:**

Ludwig – Shorter report due to less time since last board meeting because of budget submission deadline. Doodle link sent out to board members to schedule financial training session, please respond with your availability. This will be a one hour session, there is no cost to the library for this training. Curtin will be stepping down as Treasurer at the May meeting, Russell has been working closely with Curtin and Matzel to get up to speed and is ready for the transition.

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

Matzel presented the January & February summary of library activity which included: 10,407 in building visits; 879 program participants and 86 programs. The library signage project has been completed and looks great. Patrons are able to reserve and use our private spaces again. Matzel shared the sample responses from the Library Valentines campaign. Board members should expect invitations to work on a meet your FFL Board Member campaign, march in the Memorial Day Parade with the FFL on May 30<sup>th</sup>, and participate in the summer reading kickoff. In January staff made a quick pivot back to virtual programming in response to the Omicron variant, as of March 1 we have made the return to in person programming. Food and drink is now allowed back in the library, staff is putting together the plan for café reopen when library foot traffic has returned to pre pandemic levels in consistent numbers. The art displays in January was the NYS Art Teachers Association and unique metal sculpture by Jude Ferencz in February. Matzel will convene a community group to explore painting a mural on the west wing-east elevation of the library exterior.

### **Board Committee Reports:**

There were no committee meetings

### **Board Action Items:**

Curtin presented the Annual Budget: The proposed budget request is 1.9% increase, this is well under the state imposed tax cap of 2.55%. Budgeted revenue lines include an increase in book sale revenue and no revenue for the café. Expenses include 1.35% increase in programs and materials and no cafe expenses. Buildings and grounds has a 6.3% increase to accommodate insurance and utilities price increases. Personnel has a 1.9% increase that includes 2% raises for staff and an increase in library coverage of health insurance premium to 35%. Board discussed importance of maintaining reserve funds in the event of runaway utility prices or things like a major equipment failure.

Matzel presented rationale for suspending charging fines on adult books and media effective July 1, 2022. The FFL has strategically and intentionally adjusted our budget over the past few years

to no longer rely on overdue fines as a revenue source. 26 out of 31 OCPL libraries have already adopted this change.

Ludwig called for a motion to accept the resolution to suspend charging fines on adult books and media as presented:

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

Ludwig called for a motion to accept the 2022/2023 Budget as presented:

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

**Adjournment:**

Ludwig called for a motion to adjourn. 6:18 pm:

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

Respectfully submitted: Laurel Flanagan, FFL Operations & Facilities Manager