



**Fayetteville Free Library
Board of Trustees Meeting Minutes
May 24, 2022
via Zoom**

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

Absent: S. Pralle

Excused:

Call to Order:

Ludwig called the meeting to order at 5:15 PM

Mission Moment:

Matzel presented Mission Moment: Adult who enjoyed Storywalk.

Public Comment:

Ludwig reported that there was no public comment.

Approval of Minutes:

Ludwig called for a resolution to approve the March 8, 2022 minutes as submitted
Wheeler (M); Russell (S); unanimous approval via roll call

Review of Financial Reports:

Treasurer's report: Russell- thank you to Pat Curtin for her time and service to the FFL
Continue to operate with a positive variance as of April close, doing better than expected in book sale. Reimbursement payment was received for the EV stations. Programming and collections have found some savings through digital formats. IT has managed to find savings. Finance Committee meeting was held on May 11.

Fiscal year 2023 objective: Staying under budget as planned, providing us necessary reserves needed as we wait to receive funds passed in budget vote.

Nothing of issue to report or bring to the floor.

Dave Wheeler comment: Thank you to community for voting to pass budget.

Ludwig called for a motion to accept the January financials as presented:

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

Report of the President:

Ludwig –is participating in OCPL TAC – trustee advisory committee- tasked with supporting all library Board of Trustees. A survey will be forthcoming to help determine trustee needs, and skills/mentors that exist.

Dates for FFL Board meetings have been set for the year and will be sent out ASAP.

Accepting the resignation of long-term Board member Pat Curtain. Wheeler and Ludwig paid tribute to Pat's service. Pat's expertise has been instrumental in ensuring the library's financial stability over the past 5 years.

Report of the Executive Director:

Matzel presented the March & April summary of library activity.

Please march in parade!

Thank you to Board members for donating to Annual giving campaign – we are now only \$400 of our \$12,000 goal.

Thank you to Board members for participating in our Meet the Board social media campaign.

Very successful and resulted in large applicant pool for open Board position.

Numbers from March/April: Library use is up. In-person visits, items checked out, and program participants all increased significantly since Jan/Feb. Major events included Encanto Party, EarthFest, Syracuse Maker Faire. Head of Circulation resigned; library will be hiring for a F/T Youth Services librarian.

Board Committee Reports:

Board Governance- Ludwig reported. Received many applicants for 1 trustee position; interview process went smoothly with use of updated scoring rubric.

Facilities – Wheeler reported. Micromarket with American Foods is being recommended as next step for Café 300. Board members posed several questions related to the micromarket scenario. Matzel will follow up with vendor, and library's legal counsel to get answers to these questions and share with Board before we proceed.

Board Action Items:

Ludwig called for a motion to approve Mike Russell as treasurer, and approve Matzel, Kraus and Russel as signatories on NBT and M&T accounts:

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

Ludwig called for a motion to approve the amended and updated Patron code of Conduct; and to approve the reviewed Conflict of Interest policy:

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

Ludwig called for a motion to go into Executive Session to review Trustee Interviews:

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

Executive Session began at 6:10pm

Ludwig called for a motion to come out of Executive Session at 6:43 PM:

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

Ludwig called for a motion to nominate Whitney Shepard to the FFL Board of Trustees:

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

Adjournment:

Ludwig called for a motion to adjourn. 6:45 pm:

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

Respectfully submitted: Leah Kraus, FFL Assistant Director