



**Fayetteville Free Library  
Board of Trustees Meeting Minutes  
September 27, 2022**

**Present:** K. Blythe, R. Ludwig, S. Pralle, M. Russell, A. Stone, W. Sunderlin, D. Wheeler, W. Shepard, M. Whipps, H. Matzel, L. Kraus, E. Burnham, L. Flanagan

**Absent:**

**Excused:**

**Call to Order:**

Ludwig called the meeting to order at 5:15 PM

**Mission Moment:**

Matzel reported on the wonderful feedback received at the August election day and displayed a picture of a couple utilizing the Little Free Library at Green Lakes State Park moments after it had been filled by our staff.

**Public Comment:**

Wheeler read the public comment bylaw.

Mary Karpinski read a letter to the Board regarding financial reporting.

Linda Marnell referenced a letter submitted to Board Leadership on September 22, 2020.

**Approval of Minutes:**

Ludwig asked if there were any edits or revisions to the minute. Hearing none she called for a resolution to approve the June 7, 2022 minutes as submitted  
Wheeler (M); Stone (S); unanimous approval

**Review of Financial Reports:**

Treasurer's report: Russell- The library has successfully closed out FY22 ending in June. The library's annual audit was conducted in September with all indications the financials are in order. The finance committee will be debriefed by the auditor in early October.

The finance committee met September 26<sup>th</sup>. The library continues to operate with a positive variance as of August close, +\$13,683 after accounting for revenues and expenses. This will decrease in the coming months based on: the filling of a vacant librarian position in August (open for 5 weeks); utilities continue to come in over budget which will impact the positive variance (we will be re-forecasting utilities during the next committee meeting); the basement book sale generated a record income +\$7k in sales

The Finance Committee plans to review the 5-year financial forecast during the November committee meeting.

Ludwig called for a motion to accept the August financials as presented:  
Sunderlin (M); Pralle (S); unanimous approval

**Report of the President:**

Ludwig –welcomed back board members and library staff to in person meetings. Ludwig welcomed Whitney Shepard to her first board meeting. Ludwig thanked library volunteers and the board for their involvement in the library programs over the very busy summer months. She requested that board members fill out and submit the board assessment forms that have been distributed. Sarah Pralle will resign in November, we thank her for her service. The executive session at the end of this meeting will be to discuss board nominations.

**Report of the Executive Director:**

Matzel presented the May/ June and July/ August summary of library activity. The Refresh Express Micro Market was installed in the café space on 9/27. On 8/2 the board approved, by electronic vote, Matzel to sign the contract for this installation.

Ludwig called for a vote to ratify Matzel's signature on the American Food and Vending contract for the Refresh Express Micro Market:  
Shepard (M); Stone (S); unanimous approval

The summer kickoff party, funded in part by a CNY Arts grant, saw an attendance of over 500 people. Staff participated in school visits again this year; the entire FM district fourth grade participated in the village walking tours and the library's local history department was a partner; the library held a Girl Scout concert to raise funds for the musical instrument lending library that will soon be available, our Circulation Supervisor won the OCPL billboard design contest; we held a Meet Your Neighbor PRIDE event; the library saw an increase in the number of visits and items checked out in July and August; we will continue our homebound service; teen volunteers logged over 85 hours of service this summer; welcome to Nina Hylan – Youth Services Librarian; and SRC funded the renewable energy kits provided to each STEAM camper this summer.

Ludwig thanked Matzel for providing the data in a manner that the board can easily see the library trends.

**Board Committee Reports:**

Board Governance- Ludwig reported. Reviewed board applicants; reviewed by laws in reference to committee membership; more updated policies will be forthcoming.

Facilities – Wheeler reported. No meeting this summer, the next meeting is October 20<sup>th</sup>.

**Board Action Items:**

Ludwig called for a motion to go into executive session at 5:52 PM:  
Stone (M); Shepard (S); unanimous approval

Ludwig called for a motion to end executive session at 6:12 PM  
Blythe (M); Russell (S); unanimous approval

Ludwig called for a motion to nominate Jim Resig to the Board of Trustees:  
Russell (M); Whipps (S); eight voted in favor; Wheeler recused himself

**Adjournment:**

Ludwig called for a motion to adjourn. 6:13 pm:  
Stone (M); Shepard (S); unanimous approval

Respectfully submitted:

Laurel Flanagan- Operations & Facilities Manager