



**Fayetteville Free Library
Board of Trustees Meeting Minutes
January 24, 2023**

DRAFT

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

Absent:

Excused: J. Resig

Call to Order:

Ludwig called the meeting to order at 5:15 PM

Mission Moment:

Matzel displayed and read a thank you note that was received from a patron during the holidays. The note was accompanied by a tray of brownies and thanked the staff for making a difference, being a friend and being like a second home.

Public Comment:

No public comment

Approval of Minutes:

Ludwig asked if there were any edits or revisions to the minute. One edit to change “Pralle” to Wheeler under the second for the approval of the Form 990. Ludwig called for a resolution to approve the November 22, 2022 minutes with edit.
Stone (M); Wheeler (S); unanimous approval

Review of Financial Reports:

Russell: YTD December operating at positive variance. Variances are closer to zero because of increase of expenses in payroll, programing and materials. Utilities are moving closer to budgeted forecast. Book sales continue to exceed budget forecast. Interest bearing capital reserve account established for unexpected donation gift, windfall policy created and will be reviewed later in the meeting. Finance committee is actively working on next fiscal budget plan and will be prepared for spring presentation.

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

Sunderlin (M); Stone (S); unanimous approval

Report of the President:

Ludwig –Happy New Year. Thank you to everyone who completed ED evaluation, 100% staff completion of survey, special thank you to Kraus for coordinating. Shepard and Ludwig met with Matzel to review results and formulate goals for the next year. Further board discussion will happen in Executive Session at the end of this meeting. Reminder to board committees to

complete their goals on the template provide by the Governance committee. Onondaga County Trustee Advisory Council has set a date for the first Board Trustee training – March 28th via Zoom. Be sure to sign up for text reminder service for future library board meetings.

Report of the Executive Director:

Matzel presented the November/December report-15,803 in person visits and 38,520 items checked out. Discussion about how these numbers are collected. Also reported were the number of items collected from the community during the holiday season, installation of a Narcan distribution box, pictures with Santa program, PGR Foundation sewing program and the local author book signing program. Matzel has signed the contract for library Master Planning with Julia Marshal from Holmes, King, Kallquist & Associates, Architects.

Board Committee Reports:

Governance- Ludwig reported that the two policies reviewed will be discussed under Board Action Items

Board Action Items:

Kraus presented the updated Emergency Closing Policy- the FFL will follow the FM school district actions when making closing decisions to eliminate the current staff and patron confusion. The Windfall Policy was developed in response to the recent large donation from the Kirkley estate.

Ludwig called for a motion to approve the Emergency Closing Policy and the Windfall Policy: Shepard (M); Whipps (S); unanimous approval

Ludwig called for a motion to enter into executive session to discuss a personnel matter at 6:05 pm:
Russell (M); Blythe (S); unanimous approval

Ludwig called for a motion to exit executive session at 6:38 pm
Stone (M); Wheeler (S); unanimous approval

Adjournment:

Ludwig called for a motion to adjourn. 6:39 pm:
Shepard (M); Stone (S); unanimous approval

Respectfully submitted:
Laurel Flanagan- Operations & Facilities Manager