



**Fayetteville Free Library
Board of Trustees Meeting Minutes
November 22, 2022**

Present: R. Ludwig, J. Resig, W. Shepard, A. Stone, W. Sunderlin, D. Wheeler, H. Matzel, E. Burnham, L. Flanagan, L. Kraus, D. Gorman, M. Lisson

Absent:

Excused: K. Blythe, M. Russell, M. Whipps,

Call to Order:

Ludwig called the meeting to order at 5:26 PM

Mission Moment:

Matzel reported on the wonderful feedback received during one of our children's story times about presenting a book in Spanish and she talked about the weekly conversation group for ELL that was started in October.

Public Comment:

Shepard read the public comment bylaw.

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

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 September 27, 2022 minutes as submitted Stone (M); Sunderlin (S); unanimous approval

Review of Financial Reports:

Lisson presented a power point summary of the 2021/2022 audit. "No material weakness identified...no internal control deficiencies deemed significant enough to merit communication in writing...Unmodified "clean" audit opinion." The 990 has been prepared and signed and will be returned by 5/15/2023. Working with Burnham, Matzel and Flanagan went very well.

Ludwig called for a motion to accept the 990 as presented:

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

Treasurer's report: Shepard- read a report prepared by Russell: Finance committee met with auditor to review the 2021/2022 audit and form 990. The committee will be reviewing the 5 year financial forecast based on the Facilities committee 5 year maintenance plan in December. The unanticipated donation of \$1.035 M from the estate of Daniel A. Kirkley is intended for long term strategic capital objectives. Because these funds will be separated from our operating funds after tonight's vote, the review of October's financials did not consider the donation as a part of our operating funds. Building and grounds and utilities expenses continue to exceed our

budgetary plan and will be re-forecasted. Programs and materials are operating below budget and offset the excess.

Ludwig called for a motion to accept the October financials as presented:
Wheeler (M); Resig (S); unanimous approval

Report of the President:

Ludwig –welcomed Resig as a new Board Trustee; welcome Shepard to leadership team; board committees will need to make their yearly goals for review by the Governance Committee; Onondaga County Trustee Advisory Council will have an executive summary report forthcoming; thankful for generous donation as testament to library leadership and staff, fellow board members- proud of what has been accomplished this year.

Report of the Executive Director:

Matzel presented the September/ October report: 2,212 participants in a variety of programs including Halloween programs, a tree identification walk, Buy Nothing Fayetteville event, and an Accessibility Resources Fair. Outreach events included the Fayetteville Festival and hosted the Town of Manlius Comprehensive Planning night. Thanks to an anonymous donation, interactive elements were added to the children’s room and the Maker space.

Board Committee Reports:

Facilities – Wheeler reported. Meeting held on October 20th; Wheeler is stepping down as chair, Sunderlin will be new chair; Long term Maintenance Plan was reviewed

Board Action Items:

Ludwig called for a motion to approve a capital reserve with the funds from the Daniel Kirkley estate donation:
Resig (M); Sunderlin (S); unanimous approval

Ludwig called for a motion that Matzel will be the designee to administer the funds from the Daniel Kirkley estate donation:
Shepard (M); Stone (S); unanimous approval

Adjournment:

Ludwig called for a motion to adjourn. 6:26 pm:
Wheeler (M); Stone (S); unanimous approval

Respectfully submitted:
Laurel Flanagan- Operations & Facilities Manager