



**Fayetteville Free Library  
Board of Trustees Meeting Minutes  
March 7, 2023**

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

**Absent:**

**Excused:** A. Stone

**Call to Order:**

Ludwig called the meeting to order at 5:15 PM

**Mission Moment:**

Ludwig discussed the four part discussion series about the aging process and the retirement years that she attended at the library. She indicated that it was an amazing experience that had attendees that ranged in age from their 30's to 90's and brought all different types of life experiences to the discussion.

**Public Comment:**

No public comments, public attendees did not sign in

**Approval of Minutes:**

Ludwig called for a resolution to approve the January 24th minutes as written.  
Russell (M); Wheeler (S); unanimous approval

**Review of Financial Reports:**

Russell: YTD January financials- the library continues to operate with a positive variance in income due to book sales, state aid and fine collection being more than budgeted. Expenses continue to track consistently with trends previously reported. OCPL Polaris invoice has not been received and will add approximately \$6k to expenses.

**2023/2024 Draft Budget:**

Matzel and team have prepared a well thought out and reviewed budget, they have added 5-year forecasting considerations in each budget category for long term planning. Overall proposed referendum number is \$1,996,558- a 1.9% increase. Personnel is the largest line increase due to NYS minimum wage requirements. Russell recommends approval of this budget proposal.

Ludwig called for a motion to approve the 2023/2024 budget as presented:

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

Russell: 2022 NYS Annual Report for Public Libraries:

Highlights: The library experienced increases in many areas as it transition out of the pandemic. Library collections have increased in the number of items added while digital item usage remained consistent. The largest program sessions increases were in adults and teens. Adult, teen and kid's programs increased in the number of attendees. All collections increased in the amount of circulation, children's fiction numbers doubled. Computer usage tripled and public room reservations are back in high demand.

Ludwig called for a motion to accept the treasurer's report and 2022 NYS Annual Report for Public Libraries as presented:

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

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

Ludwig – asked board members to contact her if they will be unable to attend a meeting. There is a board training being offered through OCPL on 3/28. Board members are required to complete 2 hours per year. Ludwig reminded board members that they serve as ambassador for the library and she encouraged them to sign up for library programs.

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

Matzel updated the board on the building mural proposal and indicated that it will be discussed further as part of the upcoming library master plan. Matzel presented the January/ February director's report- 17,252 in person visits. 189 programs, 384 people participated in the Mario Scavenger Hunt over winter break. Matzel displayed examples of the library valentines that the FFL received from patrons.

#### **Board Committee Reports:**

Governance- Ludwig reported that the Governance Committee has started review of the 5 year strategic plan; set the schedule for the library master plan interviews, reviewed the template for Committee Profiles (changed from fiscal year to calendar year); and will start review of the library By-laws, Employee Handbook and the Policy Schedule. The development of a Fundraising Committee is in process.

Facilities- Sunderlin reported that the Facilities Committee met on January 26<sup>th</sup> and reviewed recent building updates; reported on the receipt of the NYS Construction Grant funds for the greenspace safety and accessibility updates; the architect for developing the library masterplan has been engaged; and the Facilities Committee has set its Committee Profile.

#### **Board Action Items:**

Kraus presented the 2022 Annual Report to the Community- an annual report required to meet the NYS minimum standards. The FFL met its goal to improve accessibility and inclusion in 2022 through homebound delivery, a PRIDE celebration, creation of a musical lending library, creation of an English Language Conversation group, an Accessibility Fair, a new parent support group and more.

Ludwig called for a motion to approve the 2022 Annual Report to the Community:

Shepard (M); Russell (S); unanimous approval

#### **Adjournment:**

Ludwig called for a motion to adjourn. 6:16 pm:  
Wheeler (M); Sunderlin (S); unanimous approval

Respectfully submitted:

Laurel Flanagan- Operations & Facilities Manager