



**Fayetteville Free Library
Board of Trustees Meeting Minutes
May 23, 2023**

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

Absent:

Excused:

Call to Order:

Ludwig called the meeting to order at 5:15 PM – acknowledged Kraus’s excellent Bridget Street interview

Mission Moment:

Kraus discussed how April was an especially “feel good” month at the library because of National Library Week celebrations. She also showed a graph of the social media interactions that have shown significant increases in engagement over the last year. There were many positive social media comments about the staff and the library during National Library Week. Kraus thanked the board for the library staff appreciation candy.

Public Comment:

No public comments, no public attendees

Approval of Minutes:

Ludwig called for a resolution to approve the March 7th minutes as written.
Stone (M); Wheeler (S); unanimous approval

Review of Financial Reports:

Russell: YTD March financials- the library continues to operate with a positive variance in income due to book sales and donations. Expenses continue to track consistently with trends previously reported, utilities are higher than planned. Matzel and her team did an excellent job preparing the FY24 budget that was approved. Resig asked if the board should be reviewing two month of financials at each board meeting. Russell indicated that because trends are consistent that is probably not necessary but suggested making committee reviewed financials available to the entire board in Boardables for every month.

Ludwig called for a motion to accept the treasurer’s report as presented:
Resig (M); Whipps (S); unanimous approval

Report of the President:

Ludwig – congratulations on the budget passing and thank you to everyone who supported the “get out and vote” campaign. Email was sent regarding follow-up training from the Trustee Advisory Council, sign up if interested. Marching in the Memorial Day Parade- invitation to join.

Summer Training- Ludwig will share a schedule proposal. Next meeting dates 9/26, 11/28, 1/23, 3/5, 5/28

Report of the Executive Director:

Matzel informed the board that the architect is still in the information gathering phase for the Master Plan. We are currently working on Strategic Plan Goals for 2024-2026 with the assistance of Mary Fitzgibbons. We have analyzed the EV usage data and will be implementing a fee for usage in July based on current electric cost. Kraus is enrolled in a leadership training program with Heidi Holtz. FFL librarian Margaret Kingsport is expecting and will be on leave at the end of June. In person visits and items checked out number are up from this time last year. FFL participated in outreach programs such as Earth Fest and the Syracuse Maker Fair. We have had several successful programs such as the St. Patrick's Day Celebration and Spring Break Superhero Scavenger Hunt.

Board Committee Reports:

Governance- Ludwig reported that the Governance Committee reviewed the Digital Video Surveillance Policy and the Emergency Closing Policy, they will be voted on later in the meeting. Although not a board committee, the library working group on fundraising had its first meeting. Steps are now being taken to identify what the future BOT needs are, in September there will be a review of candidates to fill two upcoming board vacancies.

Facilities- Sunderlin reported that the Facilities Committee did not meet in March. There is a meeting with HALCO scheduled for this week to discuss building energy efficiency update and getting updated quotes.

Board Action Items:

Digital Video Surveillance Policy and Emergency Closing Policy revisions were discussed.

Ludwig called for a motion to approve the revised Digital Video Surveillance Policy and the Emergency Closing Policy with edits as discussed:

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

Ludwig called for a motion to approve the amended By-laws in the sections regarding identifying the number of voting trustees and board committee membership:

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

Adjournment:

Ludwig called for a motion to adjourn. 6:22 pm:

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

Respectfully submitted:

Laurel Flanagan- Operations & Facilities Manager