



FAYETTEVILLE FREE LIBRARY
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Board of Trustees Meeting
September 26, 2023

Present: K. Blythe, J. Resig, M. Russell, W. Shepard, D. Wheeler, M. Whipps, H. Matzel, E. Burnham, L. Kraus, M. Lisson

Absent:

Excused: A. Stone, W. Sunderlin, R. Ludwig

Call to Order:

Shepard called the meeting to order at 5:16 PM

Mission Moment:

Matzel highlighted how meaningful interactions happen every day at the library that staff may not always know about. For example, a Literacy CNY Facebook post brought to light that a regular patron we see daily in the library has been coming here to meet with a literacy tutor to improve his English Language skills.

Public Comment

No public comments, no public attendees

Approval of Minutes

Shepard called for a resolution to approve the May 23rd minutes as written. Wheeler (M); Russell (S); unanimous approval

Review of Financial Reports

Lisson presented a slideshow summary of the 2022/2023 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 for 2024 submission.

Shepard called for a motion to accept the Auditor Report ending June 30, 2023 and 2022 Form 990 as presented:

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

Treasurer's Report: Russell reviewed August financials. Operating with a positive variance of +\$23,077 after accounting for revenues and expenses. Projected to carry no cash shortfall in



this period between June and receipt of the FY24 tax proceeds. The Finance committee will be meeting in October to hear facilities update on possible proactive HVAC updates necessary and recommended by current vendor.

Shepard called for a motion to accept August financials as presented:
Wheeler (M); Resig (S); unanimous approval

Report of the President: Shepard read written statement from Ludwig.

This was a very busy summer; thanks to everyone who volunteered and participated at library events. Onondaga County Trustee Advisory Council has been focusing on Trustee Training Resource Folder. Rollout date later this fall. Excited to see Greenspace work happening thanks to grant funds.

Report of the Executive Director:

Matzel presented the May/ June and July/ August summary of library activity. The library saw significant increases in in-person visits and program participation as compared to May- August 2022. Library staff hosted or visited 1861 students in May/June to share library information and get them excited about Summer Reading. Senator Mannion granted \$20,000 to the library to support operating funds; \$10,000 was used towards Summer programming and reading program, and the remainder will be used towards a new book drop. 507 people participated in the library's summer reading program. The highest attended programs were the Summer Kickoff Party (650 attendees), Buy Nothing Giveaway (200 attendees) and Bubbleman program (168 attendees).

Board Committee Reports

Facilities: Matzel and Resig reported that the committee is continuing to investigate grant opportunities to financially plan for HVAC upgrades. The library duct system has been thoroughly cleaned. Resig is assembling a volunteer group to install a new book drop when the funds are available.

Governance: Kraus reported in Ludwig's absence. Meeting held on Sept 13 to review scoring rubrics for the board candidates and discuss the state mandated employment policies for Employee Handbook. Committee will be reviewing our Safe Child Policy, Community Display Board policy and Meeting Room policy in coming months.

Board Action Items

Shepard called for a motion to approve the adoption of all the required New York State policies in the appendices of the Employee Handbook.
Wheeler (M); Whipps (S); unanimous approval

Shepard called for a motion to ratify the e-vote that was taken on Tuesday, September 5, 2023 that approved the application for a public library construction aid award to be administered in



accordance with the requirements of Education Law §273-a and Commissioner's Regulations §90.12. The vote stated that the application and supporting documents to be submitted were duly read and approved by the Board of Trustees of the Fayetteville Free Library.

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

Whipps recorded approval in writing

Shepard called for a motion to postpone vote on Board meeting start times until new Board members can be consulted.

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

Shepard called for a motion to enter Executive Session at 6:15pm

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

Shepard called for a motion to end Executive Session at 6:40pm

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

Shepard called for a motion to nominate Patrick Griffin and Jessica Berg to the Board of Trustees:

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

Adjournment:

Shepard called for a motion to adjourn at 6:44 pm:

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

Respectfully submitted:

Leah Kraus – Assistant Director