



FAYETTEVILLE FREE LIBRARY
Board of Trustees Meeting
January 23, 2024

DRAFT

Present: J. Resig, K. Blythe, D. Gorman, M. Whipps, J. Berg, W. Shepard, H. Matzel, M. Russell, P. Griffin, L. Kraus, E. Burnham.

Absent:

Excused: A. Stone, W. Sunderlin

Call to Order:

Shepard called the meeting to order at 5:15pm

Mission Moment:

Teen Librarian, Margaret Kingsport and members of Teen Advisory Board gave a presentation on our Teen Volunteer program. Three teen volunteers spoke about the impacts volunteering at the library have had on them, including giving them a place where they feel respected and valued, helping them form deep and meaningful connections with peers and our staff, and feeling a part of something important and a sense of community.

Public Comment:

No public comments, no public attendees

Approval of Minutes:

Shepard called for a motion to approve the December 5th, 2023, minutes as amended. Griffin (M); Whipps (S); unanimous approval.

Review of Financial Reports:

Russell: YTD December financials – the library continues to operate with a net positive. The restricted funds balance continues to be managed through rotating treasury notes balancing interest earning potential and eventual access to funds for capital improvement plans. Patrick Griffin has been on-boarded and now taken over responsibilities from Whitney Shepard on the finance committee. Annual finance committee goals were discussed to update committee profile.

Shepard called for a motion to accept the treasurer's report as presented:

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

Report of the President:

Shepard: Thanks to all Board members who contributed to the holiday staff breakfast, and who contributed to library's annual giving campaign. It is not too late to do so. Committees – please complete annual goals and submit to Governance. Board is required to conduct an annual



performance review of Executive Director; board and staff members will receive a survey in the next month and findings and recommendations will be discussed in Executive Session at March meeting.

Report of the Executive Director:

Matzel presented a summary of library activities for Nov/Dec 2023. Library visits were up 9% over Nov/Dec 2022. Digital circulation was up 26% over prior year. Highlights included robust community participation in holiday collection drives, Pictures with Santa event, holiday concerts.

Board Committee Reports

Facilities- Resig reported that updates are being made to circulation pumps for the boilers. There are plans to replace book return outside, awaiting check from Senator Mannion. L. Flangan hired a new cleaning service who we have been happy with, and less expensive than prior year. The committee discussed a HVAC feasibility study and Resig requested a quote for this; will be reviewed by Facility and Finance committees. Updated committee profile. Discussed various sources of funding the committee is pursuing for geothermal and green energy projects.

Governance- Kraus reported that Jan meeting was focused on a review of the policy schedule. The committee reviewed drafts of Community Display Space policy, and Safe Child & Vulnerable Adult Policy. The next policy due for review is Borrowing Policy. The committee is also revising the ED evaluation survey that will soon go out to staff and board.

Board Action Items:

The Community Display Space policy revisions were discussed.

Shepard called for a motion to approve the revised Community Display Space Policy:
Griffin (M); Whipps (S); unanimous approval

The Safe Child & Vulnerable Adult policy revisions were discussed.

Shepard called for a motion to approve the revised Safe Child & Vulnerable Adult policy
Resig (M); Blythe (S); unanimous approval

Adjournment:

Shepard called for a motion to adjourn. 6:18 pm:
Russell (M); Berg (S); unanimous approval

Respectfully submitted:
Leah Kraus, Assistant Director