



**Fayetteville Free Library  
Board of Trustees Meeting Minutes  
March 5, 2024**

**DRAFT**

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

**Absent:**

**Excused:** A. Stone

**Call to Order:**

Shepard called the meeting to order at 5:16 PM

**Mission Moment:**

Kraus present the FFL Valentine Campaign results. The FFL had approximately 150 responses (received in both print and digital format), this is the third year the library has run the campaign.

**Public Comment:**

No public comments, one public attendee

**Approval of Minutes:**

Shepard called for a resolution to approve the January 23, 2024 minutes as submitted. Griffin (M); Resig (S); unanimous approval

**Review of Financial Reports:**

Russell: presented YTD January financials- the library continues to operate with a net positive. Shepard called for a motion to accept the treasurer's report as presented: Sunderlin (M); Whipps (S); unanimous approval

Russell: presented the 2024-2025 proposed library budget- the FFL request will remain below the tax cap regulation, resulting in a proposed 2.34% increase. Reviewed personnel/ payroll expense line and discussed the desire to maintain/retain quality staff and comply with NYS wage requirements. Discussion about being proactive vs reactive with the building and grounds expenses. Discussed rising cost of data storage.

Shepard called for a resolution to approve the 2024-2025 budget as presented: Sunderlin (M); Resig (S); unanimous approval

Russell: presented the NYS Annual Report for Public Libraries- the library collections and program usage numbers continue to increase across the board and we are nearly at pre-pandemic numbers for both. Discussion about how the State actually uses the data- it does determine the amount of State funding the FFL receives, which is a small amount of the library's overall funding. H. Matzel requested feedback from the board on the report that she might share with the State per their request.

Shepard called for a resolution to approve 2023 NYS Annual Report for Public Libraries as presented:

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

**Report of the President:**

Shepard – Thanked the library staff and finance committee for work done on 2024-2025 budget. This budget will appear along with the FM School District Budget for voting on May 21, 2024. Board members should serve as ambassadors of the library and help get out the vote. Thank you for your contribution to the annual giving campaign. Consider donating if you have not yet done so.

Blythe arrived at 5:50 PM.

**Report of the Executive Director:**

Matzel presented a summary of library activities for January and February. Program attendance and circulation numbers continue to trend upward. The FFL received many wonderful Valentines and celebrated the ten-year anniversary of the Makerspace.

**Board Committee Reports:**

Governance- did not meet.

Facilities- Sunderlin reported that the Facilities Committee met on February 22. The Greenspace improvements are complete and Library Construction Grant closeout paperwork is in process. The elevator has been updated with a cellular emergency phone. The committee developed an RFP for an HVAC system feasibility study and will be proceeding with hiring an engineering firm to conduct the study. The committee is developing a plan to improve the building insulation and windows. The committee continues to explore potential funding for building improvements.

**Board Action Items:**

Kraus presented the FFL 2023 report to the community. This is a minimum standard requirement for free association libraries and will be published on the library website.

Shepard called for a motion to approve FFL 2023 report to the community:

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

Griffin was excused at 6:10 PM prior to executive session.

Shepard called for a motion to go into executive session to discuss a personnel matter at

6:11 PM:

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

Shepard called for a motion to exit executive session at 6:42 PM:

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

**Adjournment:**

Shepard called for a motion to adjourn. 6:43 PM:

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

Respectfully submitted:

Laurel Flanagan- Operations & Facilities Manager