



**Fayetteville Free Library
Board of Trustees Meeting Minutes
September 24, 2024**

DRAFT

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

M. Whipps and M. Russell were dismissed at 6:15 PM

Absent:

Excused: P. Griffin

Call to Order:

Shepard called the meeting to order at 5:16 PM

Mission Moment:

Adult Services & Local History Collection Librarian, Maija McLaughlin and Adult Service & Special Collections Librarian, Laurie Hayboer presented on expanding access and visibility of the Local History Archives.

Public Comment:

No public comments, no public attendee

Approval of Minutes:

Shepard called for a resolution to approve the May 28, 2024 minutes as submitted.
Stone (M); Blythe (S); unanimous approval

Review of Financial Reports:

Michael Lisson from Grossman St. Amour CPA- PLLC presented the summary report on the audit his firm performed of the 2023/2024 financials. He was pleased to report a clean audit with no adjustments. Lisson also reviewed the FFL's IRS Form 990 as prepared. Discussion ensued about the future tracking of volunteer hours and inclusion of library program information on Form 990.

Shepard called for a resolution to accept the 2023/2024 audit report and the 2023 IRS Form 990 as prepared and submitted.

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

Russell: presented YTD August 2024 financials- the library continues to operate with a net positive. Digital consumption by library patrons continues to increase, a discussion about managing the challenge ensued. Utility expenses continue to increase and are being closely monitored and reported by the library admin. team.

Shepard called for a motion to accept the treasurer's report as presented:
Sunderlin (M); Berg (S); unanimous approval

Report of the President:

Shepard – Thanked Lisson and the library administration team for their work on preparing the FFL's financial audit. Shepard thanked the board members for completing the required training over the summer and she thanked the library staff for all of their hard work planning the fantastic summer programs. Shepard and Matzel met with Amy Evans from the FM district to discuss the homebound tutoring program. It is not too early to think about annual giving and it is her hope that board members will keep the FFL in mind as they plan.

Report of the Executive Director:

Matzel presented a summary of library activities for May, June, July and August. Program attendance and circulation numbers continue to trend upward. Items highlighted included the Summer Kickoff Party, the Memorial Day Parade, school visits, our Pride Celebration, a successful budget vote, our teen volunteers, our program for adults with developmental disabilities & their mentors, the Snake Man program, new teen shelving installation, Summer Reading statistics, the Art Festival, STEAM camps, our new Healthy Vending machine & Criterion Collection, outreach to Clearpath for Veterans and our Shred Event.

Board Committee Reports:

Facilities- Sunderlin reported that the committee met on September 16 and building updates include all new boiler pumps, installation of the new book return, Greenspace landscaping upgrades and resolution to the new Village trash program with installation of a dumpster. New LFL will be installed at Green Lakes and Canal Landing. Resig described the committee's work to make a recommendation for spending a portion of the board reserved Capital Maintenance budget to replace the shingles and insulate the south elevation of the library building. Flanagan has secured multiple estimates for both shingle work and insulation.

Governance- Shepard reported that the committee met June 18 and July 18 -review and discussion of the policy calendar rotation, the American Food & Vending agreement, the new Village Trash removal program, the shift of Board Committee profiles to running on the FFL's fiscal year and planning for the July Board training.

Board Action Items:

Shepard called for a motion to approve the FFL revised Whistleblower Policy with the change of the word "co-Presidents" to "President":
Stone(M); Blythe (S); unanimous approval

Shepard called for a motion to approve the FFL Public Access to Library Information and Records Policy:
Resig(M); Stone (S); unanimous approval

Adjournment:

Shepard called for a motion to adjourn. 6:35 PM:
Sunderlin (M); Stone (S); unanimous approval

Respectfully submitted:
Laurel Flanagan- Operations & Facilities Manager