



**Fayetteville Free Library  
Board of Trustees Meeting Minutes  
November 19, 2024**

**DRAFT**

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

**Absent:**

**Excused:**

**Call to Order:**

Shepard called the meeting to order at 5:24 PM

**Mission Moment:**

Operations and Facilities Manager- Laurel Flanagan presented on the FFL sponsored Little Free Libraries and the basement book sale and the excellent synergy between the two services for the community.

**Public Comment:**

No public comments, no public attendee

**Approval of Minutes:**

Shepard called for a resolution to approve the September 24, 2024, minutes as submitted. Stone (M); Berg (S); unanimous approval

**Review of Financial Reports:**

Russell: presented YTD October 2024 financials- the finance committee met on 11/14 to perform a focused review on our fixed asset depreciation schedule. Digital consumption remains at a high expense level even with the decrease in allowed checkouts because additional patrons signed on for the service.

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

**Report of the President:**

Shepard – the FFL has been awarded a NYS construction grant for renovation of the East Wing. The November book sale was a success, the volunteers are an amazing team. Shepard encouraged fellow board members to participate in December events at the FFL and stated the boards continued commitment to make the FFL a safe and welcoming spaces for all.

**Report of the Executive Director:**

Matzel presented a summary of library activities for September and October. Her report featured information about Staff Development Day, the Fayetteville Fest participation, Halloween celebrations and some of our other popular programs.

**Board Committee Reports:**

Facilities- Sunderlin reported that the committee met on November 14 and building updates include the commencing of work on the south elevation will be November 25. The final report for the HVAC Feasibility study, being conducted by RAM Tech, will be available very soon. The committee will review the findings and report back to the full board. Matzel presented the information about the Library Construction Grant that was awarded for East Wing Renovation and also the CREST grant application (sponsored by Senator Mannion) that the admin. team put together for creation of a Programming Room in the East Wing. Matzel has met with the library's architect Julia Marshall to start the process of producing the current conditions drawing for the East Wing. Sunderlin explained the committee's efforts to learn about additional funding opportunities through the EPA Greenhouse Gass Reduction Fund and Renew America's Nonprofits.

Governance- Shepard reported that the committee has not met.

**Board Action Items:**

Shepard called for a Resolution to ratify the e-vote that was taken on Thursday, October 17, 2024, that approved using \$100,000 from the Fayetteville Free Library's Board Designated Reserve for Capital Improvements for work on the South side of the library building.

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

**Adjournment:**

Shepard called for a motion to adjourn. 6:22 PM:

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

Respectfully submitted:

Laurel Flanagan- Operations & Facilities Manager