



**Fayetteville Free Library
Board of Trustees Meeting Minutes
January 28, 2025**

DRAFT

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

Absent:

Excused: M. Whipps

Call to Order:

Shepard called the meeting to order at 5:15 PM

Mission Moment:

FFL clerk, Madison, told the story about receiving a call from a patron who wanted to donate handmade hats to the supply collection being held at the FFL for Operation Northern Comfort service trip to North Carolina in December. The FFL served as a collection site for ONC trip #67 for hurricane relief.

Public Comment:

No public comments, no public attendee

Approval of Minutes:

Shepard called for a resolution to approve the November 19, 2024; minutes as submitted. Sunderlin (M); Berg (S); unanimous approval

Review of Financial Reports:

Russell: presented YTD December 2024 financials- the finance committee met on 1/14. Current income is consistent with the FFL's financial position at this time of year in 2024, expenses are over budget on the building and grounds line due to the board approved use of reserved funds to renovate the south wall of the building. There will be approximately \$100,000 to reinvest in a CD when the south wall renovation is completed in the spring. Continued discussion on digital lending. Upcoming work includes the budget for the next fiscal year and the NYS annual report. Shepard called for a motion to accept the treasurer's report as presented: Stone (M); Griffin (S); unanimous approval

Report of the President:

Shepard –Thank you to the board for sponsoring the holiday season staff appreciation lunch, a reminder for board to participate in the FFL Annual Giving Campaign, working on an upcoming staff survey about library operations, 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 November and December. Her report featured information about the current program and collections data, pictures with Santa, the Silverwood Clarinet concert and other popular winter programs.

Board Committee Reports:

Facilities- Sunderlin reported that the committee held a special meeting in December to review the first draft of the RAM Tech HVAC Feasibility Study. The committee will report their notes to RAM Tech and plans to have an updated report for the March board meeting. Work on the south wall is 90% completed and the remaining work will be finished in the spring. An application for partial reimbursement for the insulation portion has been submitted to National Grid.

Governance- Shepard reported that the committee has three updated policies to be discussed tonight. The committee has completed their Committee Profile and started planning for Sunderlin's upcoming completion of board terms in November.

Board Action Items:**Patron Internet and Computer Use Policy:**

Extended discussion about revisions to the draft of this policy

Shepard called for a motion to table this discussion until further research and review can be completed.

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

Website Privacy Policy:

Shepard called for a resolution to approve this policy with the inclusion of "you have requested" edit.

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

App Privacy Policy:

Shepard called for a resolution to approve this policy as written

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

Adjournment:

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

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

Respectfully submitted:

Laurel Flanagan- Operations & Facilities Manager