



**Fayetteville Free Library  
Board of Trustees Meeting Minutes  
March 4, 2025**

**DRAFT**

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

**Absent:**

**Excused:** W. Sunderlin

**Call to Order:**

Shepard called the meeting to order at 5:17 PM

**Mission Moment:**

L.Kraus presented information about a recent social media post about Oz books that had been donated to the Local History collection in the 1950s; the original donor saw the post and commented. The FFL's social media engagement has seen a steady increase.

**Public Comment:**

No public comments, no public attendee

**Approval of Minutes:**

Shepard called for a resolution to approve the January 28, 2025; minutes as submitted. Stone (M); Blythe (S); unanimous approval

**Review of Financial Reports:**

Russell: presented YTD January 2025 financials- net operating income is \$7,831.

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

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

Russell: presented the FY25 budget draft- the finance committee conducted its review of the proposed FY 25 budget on 2/11/2025. They analyzed variations of the budget based on tax cap rules and the needs of the library. The final version submitted for full board review balances advancing the library's mission while remaining fiscally responsible. The increase is below the NYS tax cap. Full board discussion followed.

Shepard called for a resolution to approve the proposed 2025/2026 budget as presented:

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

Russell: presented the 2024 NYS Annual Report for Public and Association Libraries. The finance committee met and reviewed the trends made apparent in the report that was prepared by the ED and staff. Notably the library provided 6% less programming than they prior year however there was 4% more attendance at programs. This indicates the staff has been

successful in providing more of what the community is looking for. Full board discussion followed.

Shepard called for a motion to accept the 2024 NYS Annual Report for Public and Association Libraries as presented:

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

#### **Report of the President:**

Shepard –Thank you to the staff and finance committee for development of 2025-2026 budget; budget vote along with FM School District budget vote will occur on May 20<sup>th</sup>. Board members are encouraged to serve as ambassadors of the library and help to get out the vote. Matzel will present information about the library’s successful CREST grant application; the board will enter into executive session at the end of this meeting to review the performance of the Executive Director.

#### **Report of the Executive Director:**

Matzel presented a summary of library activities for January and February. Her report featured information about the current program and collections data, pictures of a recent visit to the Gage Center, Random Acts of Kindness week, the Glow Party for families and the “I love my Library” valentines the FFL has received. Matzel provided information about the CREST grant that will provide additional funding for the proposed Programming Room in the East Wing of the library. Amanda Perrine has been appointed the new Executive Director of OCPL and she plans to focus her attention on library advocacy. The State Librarian has hired a social worker, Matzel and Kraus met with the social worker to discuss current issues

#### **Board Committee Reports:**

Facilities- Resig reported that the committee will review the notes that were returned by RAMTech about the HVAC Feasibility Study and meet in April.

Governance- Shepard reported that the updated draft for the Patron Internet and Computer Use Policy will be discussed later in the meeting.

#### **Board Action Items:**

Patron Internet and Computer Use Policy: Full board has review updates

Shepard called for a resolution to approve this policy as is currently written:

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

Annual Report to the Community: discussion ensued, report will be posted on the library website

Shepard called for a resolution to approve the annual report to the Community

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

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

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

Shepard called for a motion to exit executive session at 7:04 PM

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

#### **Adjournment:**

Shepard called for a motion to adjourn. 7:05 PM:

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

Respectfully submitted:  
Laurel Flanagan- Operations & Facilities Manager