



**Fayetteville Free Library
Board of Trustees Meeting Minutes
May 27, 2025**

DRAFT

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

Absent:

Excused: J. Berg, M. Russell

Call to Order:

Shepard called the meeting to order at 5:18 PM

Mission Moment:

Nina Hylen, FFL Youth Services Librarian, presented information about the Summer School Visits that have been going on this spring in preparation for summer reading. The staff is on track to see a record number of students and received positive feedback from both teachers and students. She provided additional information about the collaborative process that goes on between the FFL and the Manlius Library around these visits and the summer reading programs.

Public Comment:

No public comments, no public attendee

Approval of Minutes:

Shepard called for a resolution to approve the March 4, 2025; minutes as submitted.
Griffin (M); Stone (S); unanimous approval

Review of Financial Reports:

Griffin: presented YTD April 2025 financials on behalf of M. Russell- net operating income is \$46,922. FFL continues to operate in a positive variance in income due to higher than budgeted revenue realized during book sales and the Annual Giving Campaign. The expense lines continue to track under or close to budget except for buildings and grounds which has completed multiple additional maintenance projects. Discussion ensued about an appropriate number of months to have a reserve emergency operating fund amount for.
Shepard called for a motion to accept the treasurer's report as presented:
Stone (M); Whipps (S); unanimous approval

Report of the President:

Shepard –Thank you to the FM Community for their continued support of the library through the budget vote process. The Summer Reading Kickoff Party is scheduled for June 26; all are encouraged to attend. Board training is scheduled for July 30 and will include presentations on

library advocacy by the Executive Directors of OCPL and CLRC. Board Meeting dates for the next fiscal year have been set:
9/16/2025; 11/18/2025; 1/27/2026; 3/3/2026; 5/26/2026- meeting start time will be moved to 5:30 PM

Report of the Executive Director:

Matzel provided a correction to the January & February Executive Director's report for the number of items checked out. Discussion ensued about the form the data is presented in, and it was decided to report more trends over time as opposed to monthly standalone figures. Matzel presented a summary of library activities for March and April. Her report featured information about the current program and collections data, pictures from library spirit week, the St. Patrick's Day party, the Ramadan Puppet Show the Historic Waking Tours, and programs in the Makerspace.

Board Committee Reports:

Facilities- Sunderlin reported that the committee has met twice to review the draft of the RAM Tech HVAC Feasibility Study. The committee goal is to provide a plan to replace outdated HVAC equipment and reduce the use of fossil fuels. The second meeting was with the engineers from RAM Tech who provided the study report, the final report is in process and will be presented by the Facilities Committee when it is ready.

Governance- Shepard reported that the updated draft for the Meeting Room Policy will be presented later in this meeting. The committee reviewed the recent "get out the vote" strategy; discussed planning for summer board training; worked on a timeline to prepare for the departure of Sunderlin as he completes his time on the board in November; and discussed the summer work need from this committee.

Board Action Items:

Meeting Room Use Policy: Full board has reviewed updates, discussion ensued
Shepard called for a resolution to approve this policy with the amended language discussed in this meeting:
Griffin (M); Whipps (S); unanimous approval

Adjournment:

Shepard called for a motion to adjourn. 6:37 PM:
Stone (M); Resig (S); unanimous approval

Respectfully submitted:

Laurel Flanagan- Operations & Facilities Manager