



**Fayetteville Free Library
Board of Trustees Meeting Minutes
September 16, 2025**

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, M. Lisson

Absent:

Excused:,

Call to Order:

Shepard called the meeting to order at 5:33 PM

Mission Moment:

Jo Laneve, FFL Library Assistant, presented information about the summer reading scavenger hunts, raffles, and social media posts. Jake Wicks, FFL Circulation Supervisor, presented information about patrons logging their summer reading hours. L. Kraus provide information about school visits and some of the special summer programs that were held at the FFL.

Public Comment:

No public comments, no public attendee

Approval of Minutes:

Shepard called for a resolution to approve the May 27, 2025; minutes as submitted. Sunderlin (M); Stone (S); unanimous approval

Review of Financial Reports:

Lisson, FFL's independent auditor from Grossman St Amour CPAs, presented the results of the annual audit along with the fiscal year ending June 30, 2025 Financial Statements and Form 990. Lisson indicated the audit was clean the there were no concerns. Lisson indicated that he had filed the paperwork with the NYS Charities Bureau so that the FFL is listed as "exempt from NYS" tax filing requirements.

Shepard called for a motion to accept the Audited fiscal year ending June 30, 2025 Financial Statements and Form 990 as presented:

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

Russell: presented YTD August 2025 financials - net operating income is -\$2,128. So far this year the library is tracking closely to the budget. The finance committee has been working with Lisson to execute, review and accept the FY25 Audit as presented tonight. Discussion about forward planning for increase in utilities (and other) expenses as the east wing renovation progresses.

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

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

Report of the President:

Shepard –Thank you Lisson, Matzel, Burnham, Flanagan and the Finance Committee for their work preparing for the audit. Though an annual audit is not required the board continues to be committed to this best practice. Thank you to Matzel for arranging the two hour board training that was held this summer on the topic of advocacy. Thank you to the library staff for another fantastic summer of activity. Interviews were held this summer for a new board candidate to replace Sunderlin at the end of his term in November. Review of the candidates will be held in Executive Session at the end of this meeting.

Report of the Executive Director:

Matzel presented the new graph format of data for the months of May- August 2025, including information about patron visits, program attendees, item checkouts, and digital checkouts. Discussion ensued about this new format. Matzel also presented the Summer 2025 reading statistics by age group and a summary of summer programs, events, outreach, partnerships and advocacy.

Board Committee Reports:

Governance- Shepard reported that Governance Committee did not meet this summer but would be meeting soon to review the Policy Schedule and any police updates needed.

Facilities- Sunderlin reported that the committee has not met this summer the RAM Tech HVAC Feasibility Study is complete, and the committee will be meeting to review and present a summary at the November meeting.

Board Action Items:

Shepard called for a resolution to certify the eVote taken on 9/2/2025 regarding the submission of the application for the 2025 NYS library Construction Grant:

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

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

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

Shepard called for a motion to exit executive session at 6:55 PM

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

Shepard called for a motion to nominate Sarah Gridley for the upcoming board opening:

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

Adjournment:

Shepard called for a motion to adjourn. 6:58 PM:

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

Respectfully submitted:

Laurel Flanagan- Operations & Facilities Manager