



**Fayetteville Free Library
Board of Trustees Meeting Minutes
November 19, 2025**

DRAFT

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

Absent:

Excused: J. Berg

Call to Order:

Shepard called the meeting to order at 5:49 PM

Mission Moment:

Pete Cioppa- IT Administrator & Librarian, and Bradley Smith- IT librarian & Website Manager presented two projects accomplished by the IT Team. Creation of an In-House PO System and IT logistics at the recent Candidate Forum.

Public Comment:

No public comments, no public attendee

Approval of Minutes:

Shepard called for a resolution to approve the September 16, 2025; minutes as submitted. Griffin (M); Whipps (S); Gridley abstained; resolution approved

Review of Financial Reports:

Russell: presented YTD October 2025 financials - net operating income is -\$73,569 Negative operating position (from east wing renovation expenses) will be adjusted after restricted use funds (voted on later in this meeting) restore the library's neutral position.

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

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

Report of the President:

Shepard –Thank you to Sunderlin for his service. Please submit Committee Profiles to Matzel and Shepard. Annual Giving Campaign is underway, board members are encouraged to show financial support. The November Book Sale was a resounding success, breaking the sales record for this event.

Report of the Executive Director:

Matzel presented the 2024-2028 Strategic Plan Update.

Board Committee Reports:

Facilities- Resig summarized the RAM Tech HVAC Feasibility Study and discussed the timeline for the Architect's submissions for the East Wing renovations.

Governance- Shepard reported that Governance Committee met on November 12 and reviewed and updated the Board Member Onboarding and Offboarding checklists. The committee reviewed the progress of the five-year strategic plan. The Committee will be creating a Board member survey related to the strategic plan. The December meeting will include creating the Committees Profile, additional work on the Donation Policy, formalizing profiles of board member expectations and responsibilities, and review of any committee profiles that have been submitted.

Board Action Items:

Shepard called for a resolution to approve the release of \$82,196 from Board Restricted Capital Reserve Account towards our East Wing Renovation Project:
Stone (M); Blythe (S); unanimous approval

Shepard called for a resolution to approve the Donation Policy as presented:
Whipps (M); Blythe (S); unanimous approval

Shepard called for a resolution to approve the Social Media Policy as edited:
Gridley (M); Stone (S); unanimous approval

Adjournment:

Shepard called for a motion to adjourn. 7:25 PM:
Stone (M); Resig (S); unanimous approval

Respectfully submitted:
Laurel Flanagan- Operations & Facilities Manager