

No scheduled Board Meeting in January

Fayetteville Free Library
Board of Trustees
2/24/2015
5:15 PM

Present: Bob Hough, Kathy Kelner, Judy Jones, Dave Pasinski, Jim Brule, Betsy Bower, Sue Considine, Executive Director

Excused:

Absent:

Meeting called to order at 5:15pm

Minutes: The December 2014 minutes have been approved via email by the 2014 board members. The February 2015 minutes will be approved by the new board at the next regular board meeting on April 21, 2015.

Treasurer's Report:

The December 2014 financials have been approved via email by the 2014 board.

Hough presented January 2015 financials for approval. Hough reviewed variance highlights on the income statement for January including discussion of FFL Café 300 revenue and expenses and factors that have impacted both. Hough also reviewed mortgage principle recording and reporting processes. Hough reminded board members to please review the financials before the meeting and forward any questions they might have to Considine or Hough prior to the meeting. Hough reviewed his Treasurer processes and reported that 2015 is off to a predictable, positive start.

Pasinski moved to approve the January 2015 financials, (S) Jones. All approved.

Board President Report:

Kelner apologized for missing the board orientation due to illness.

Kelner facilitated a post orientation discussion related to orientation including issues of essential importance to the FFL including:

- One board, one voice- board members are not authorized to act or speak independent of the board on any FFL matter,
- Communications- please refer community members and issues to the Executive Director; please don't attempt to problem solve.
- Chain of command- The FFL staff reports to the ED, the ED reports to the Board Officers- President and Treasurer. The Board officers report to the board. Please respect this chain of command and do not go directly to the FFL staff with inquiries, questions or directives or to the ED with directives.
- Conflict of Interest review- It is critical that this policy is read signed and understood. If you have a conflict, please recuse yourself from discussion or decision making related to the conflict. If there is a conflict, the President may request that a board member recues him or herself.
- Public Comment- Kelner reviewed the policy and reminded board members that we do not engage with members of the public directly during public comment.

- Regular board agenda and meetings- We work hard to stay on agenda and limit the meetings to one hour; please read the financials, the ED report, the minutes, etc, prior to meetings so we can stay on task and move effectively and swiftly though comments and questions.

Kelner shared news, correspondence and updates and commented on positive feedback from library colleagues and the community that she has received from the ED on behalf of the library.

Kelner shared a thank you from Senator DeFransisco for our participation with Cell Phones for Soldiers. Kelner informed the board of our positive relationship with the Senator and his office stating that he is a good friend and supporter of the FFL.

Executive Director's Report:

Discussion of points of interest or clarification in the Executive Directors report ensued.

Opportunities for Board members to connect with Considine to pursue special projects of interest were identified.

Considine included in her report that both the IRS and regular biannual independent audits have been completed. There is one outstanding contract issue related to the IRS audit; our independent auditor is considering and is developing an opinion letter for the board's consideration. Considine plans to review this opinion with board leadership at the March leadership meeting. Our FFL 2013-2014 audit is very positive, there were no management points identified. The process was positive and informative; any recommendations to improve reporting or systems in compliance with GAP were gratefully received and quickly implemented.

Actions and Discussion:

Pasinski reported that he will not be available to attend the August meeting.

There were no Action items included on the February agenda.

Public Comment:

At 6:12 pm Brule motioned to adjourn (S) Hough. All approved.

Respectfully submitted,
Sue Considine, Executive Director
2/25/15

No scheduled Board Meeting in March

**Fayetteville Free Library
Board of Trustees
4/21/2015
5:15 PM**

Present: Bob Hough, Judy Jones, Dave Pasinski, Betsy Bower, Sue Considine, Executive Director

Excused: Kathy Kelner, Jim Brule,

Absent:

Guest- Mike Lisson, Grossman St, Amour CPAs

Meeting called to order at 5:14pm

Minutes: In Kelner's absence, Hough called for a vote on the February 2015 minutes. (M) Jones, (S) Bower, all approved.

Treasurer's Report:

Hough presented Feb. /March 2015 financials for approval. Hough reviewed variance highlights on the income statements for both February and March including discussion of FFL Café 300 revenue and expenses and factors that have impacted both. Hough and Considine fielded additional questions, one related to a payroll fluctuation in March which was attributed to an additional payroll period. Hough reminded board members to please review the financials before the meeting and forward any questions they might have to Considine or Hough prior to the meeting. Pasinski (M) to approve the Feb. /March 2015 financials, (S) Jones. All approved.

Board President Report:

In Kelner's absence, Considine shared news, correspondence and updates and commented on positive feedback from library colleagues and the community that she has received.

Executive Director's Report:

Considine shared information and history related to BluBeam and Little Free Library's. Discussion ensued relative to a potential Fayetteville Free Library Little Free Library at Green Lakes and in other areas of Fayetteville proposal by Considine. Bower is interested in this idea and will investigate and consider.

Actions and Discussion:

An executive session to review the 2014 FFL audit was called at 5:25; (M) Hough, (S) Bower, All approved. At 6:45, a motion was made to exit executive session; (M) Jones, (S) Pasinski. All approved.

Hough called for a vote on the 2014 FFL Audit. A motion was made to approve the audit pending minor cosmetic edits; (M) Jones, (S) Bower. All approved.

Public Comment:

At 7:08 pm Jones (M) to adjourn (S) Bower. All approved.

Respectfully submitted,
Sue Considine, Executive Director
4/22/15

No scheduled Board Meeting in May

Fayetteville Free Library
Board of Trustees Annual Meeting
6/17/14
5:15 PM

minutes approved ✓

Present: Kathy Kelner, Bob Hough, Judy Jones, Sue Considine, Executive Director

Excused:

Approval of 2013 FFL annual meeting minutes - (M) by Jones, (S) Hough, all approved.

No changes to the current slate of officers. No additional nominations received.

President- Kelner
Treasurer- Hough

Adjourn- 5:25 pm (M) Hough, (S) Jones

Respectfully submitted,
Sue Considine
Executive Director
6/23/14

**Fayetteville Free Library
Board of Trustees
6/16/2015
5:15 PM**

Present: Kathy Kelner, Jim Brule, Bob Hough, Judy Jones, Dave Pasinski, Betsy Bower, Sue Considine, Executive Director

Excused:

Absent:

Meeting called to order at 5:15pm

Minutes: Kelner called for a vote on the April 2015 minutes. (M) Brule, (S) Hough, all approved.

Treasurer's Report:

Hough presented April/May 2015 financials for approval. Hough reviewed variance highlights on the income statements for both April and May. Hough reviewed the Treasurer's monthly review process and also explained how he looks for deviations from the norm as he reviews the financials and the supporting reports and records. Hough highlighted Café revenues and expenses and indicated that Café revenues are on track, although May revenue is slightly under budget. Bob clarified the mortgage principle and interest reporting again to make sure that all understand. Hough and Considine received and answered questions. Hough reminded board members to please review the financials before the meeting and forward any questions they might have directly to Considine or Hough prior to the meeting.

Pasinski (M) to approve the April/May 2015 financials, (S) Jones. All approved.

Board President Report:

Kelner shared news and correspondence including the FFL sewathon in Mother Marianne Cope newsletter, Chamber newsletter listings, Considine's budget vote thank you to the community in the Eagle Bulletin and Considine's quotes and the FFL's feature in Library Journal.

Executive Director's Report:

Considine shared information related to her written report and additional assorted announcements, acknowledgements and operational news. Considine shared information about summer reading and the team's busy, intensive efforts to prepare for the best summer yet. Considine shared the date that Senator DeFransisco will visit the FFL during summer reading and invited any interested board members to attend.

Actions and Discussion:

Public Comment:

At 7:10 pm Brule (M) to adjourn (S) Hough. All approved.

Respectfully submitted,
Sue Considine, Executive Director
6/17/15

No scheduled Board Meeting in July

Fayetteville Free Library

Board of Trustees Meeting

**Wednesday,
August 18, 2015**

Per the FFL Board President
this meeting has been
cancelled due to member
conflicts.



No scheduled Board Meeting in September

Fayetteville Free Library
Board of Trustees
10/27/2015
5:15 PM

Present: Jim Brule, Bob Hough, Judy Jones, Dave Pasinski, Betsy Bower, Sue Considine,
Executive Director

Excused:

Absent: Kelner

Meeting called to order at 5:15pm

Minutes: Brule called for a motion to approve June 2015 minutes. (M) Hough, (S) Bower, all approved.

Treasurer's Report:

Hough presented the June-July and August-September 2015 financials for approval. Hough reviewed variance highlights on the income statement. While Café expenses are slightly above budget, Café revenues have exceeded budget. Hough and Considine received and answered various clarifying questions. Hough reminded board members to please review the financials before the meeting and forward any questions they might have directly to Considine or Hough prior to the meeting.

Jones (M) to approve, (S) Bower. All approved.

Board President Report:

Brule thanked the board members for their participation in the ED annual review process. Brule reported that board leadership met to review the results and he will schedule a time to review with Considine.

Brule facilitated a discussion related to the Little Free Library initiative with Green Lakes, Considine requested contact information from Bower.

Executive Director's Report:

Considine shared information and answered questions related to her written report and additional assorted announcements, acknowledgements and operational news.

Actions and Discussion:

Public Comment:

At 6:30 pm Jones (M) to adjourn (S) Hough. All approved.

Respectfully submitted,
Sue Considine, Executive Director
10/28/15

**Fayetteville Free Library
Board of Trustees
11/24/2015
4:30 PM**

Present: Jim Brule, Dave Pasinski, Betsy Bower, Sue Considine, Executive Director

Excused: Hough, Jones

Absent: Kelner

Budget Review Meeting called to order at 4:25 pm

President:

Brule explained that Hough has been delayed by travel so he will present the budget draft that was developed by Considine and was fully reviewed with Hough in October. Brule indicated that the Board Leadership, President, Vice president and Treasurer, had met to review the budget draft.

Brule observations and recommendations:

Build on Strengths and avoid asking for less in the budget referendum. In order to ensure adequate funding in the future, build on identified priorities and request a reasonable increase that is not less than the prior years.

Considine submitted a draft that suggests a 5% increase. Board leadership would like that increase to be at 6% overall in alignment with the position stated above.

Historically, the FFL has requested a 7-8% increase in the referendum. Board leadership does not want to go back to the 5% request from 2015 and is committed to a 6-7% increase annually going forward.

Revenue:

Reduction- Fundraising- the climate has changed dramatically in recent years and old methods no longer produce a return. Currently, there is no significant return on the investments of resources related to fundraising. The FFL will continue to keep an eye open for new, creative opportunities for fundraising that supports the annual referendum.

Increase:

Related to the 6% discussion, the following areas are targeted by board leadership as growth area:

Library Materials

Program

Dues

People- Employee recognition (Considine highlighted and Brule agreed that Payroll, Benefits, Professional Development and Employee Recognition are all pieces of a larger whole when planning for appropriate and fair compensation, development and recognition of our people).

Capital Maintenance- keep this line growing for future regularly scheduled needs outside of regular Building GL line.

Future Growth,
Fundraising

Brule facilitated discussion and received and fielded questions. Brule asked for additional questions throughout the discussion. When no additional questions were forthcoming, Brule closed the discussion.

Brule and Considine reminded the board of next steps. The Board members are expected to forward any additional questions about any GL lines or the Why's directly to Hough and Considine between now and the December vote. Any items that Hough and Considine determine might require additional consideration will be reviewed with board leadership prior to the December vote. Considine will make edits related to the 6% overall increase.

Respectfully submitted,
Sue Considine, Executive Director
11/25/15

Fayetteville Free Library
Board of Trustees
12/15/2015
5:15 PM

Present: Jim Brule, Dave Pasinski, Judy Jones, Bob Hough, Sue Considine, Executive Director

Excused: Bower

Absent: Kelner

Meeting called to order at 5:18pm

Minutes: President Brule called for a motion to approve June 2015 minutes. (M) Jones, (S) Hough, all approved.

Treasurer's Report:

Treasurer Hough presented the October/November 2015 financials for approval. Hough reviewed variance highlights on the income statement. Revenue- General Donations are under budget YTD; ED Considine has proposed reducing this line in the 2016 budget. Factors contributing to the reduction in this line were discussed. Expenses- Payroll, Utilities and Capital Maintenance are all under budget YTD. Café profit update- plan is budgeted at 40%; we are at 37%, so we are on target and in line with our 2015 expectations. Professional Education is over budget YTD; discussion ensued about increasing this line in the proposed 2016 budget. Annual YTD Relationships- Revenue under budget 15k, Expenses under budget 132,524k, Annual Gain for the FFL- \$71,503.00. Hough and Considine received and answered various clarifying questions. Hough reminded board members to please review the bimonthly financials before each meeting and forward any questions they might have directly to Considine or Hough prior to the meeting. Jones (M) to approve, (S) Pasinski. All approved.

Discussion related to the main service area flooring renovations ensued; Considine will utilize savings in 2015 expense lines for this project.

Board President Report:

Brule updated the board on recent end of year discussions and 2016 planning with Considine. Brule suggests that the ED annual review be replaced by continual discussions throughout the year, with a check in at the end of the year. A project for 2016 will be to determine what this model will look like.

Scheduling changes to the 2016 board meeting schedule were confirmed:

February 16 full board meeting will be rescheduled to February 23 at 5:15.

August 16 full board meeting will be rescheduled to August 23, 5:15.

Executive Director's Report:

Considine shared information and answered questions related to her written report and additional assorted announcements, acknowledgements and operational news.

Actions and Discussion:

2016 Tax Cap Resolution:

(M) Brule- to approve the 2016 tax cap resolution, (S) Jones, all approved.

Hough signed the resolution for the file.

Considine will file with the State.

2016 FFL Operating Budget Vote

Hough facilitated a final review and discussion of the proposed 2016 budget draft which was reviewed in consultation with the Executive Director in October and reviewed by the full board in November.

Board leadership suggested overall increase- 6%. Discussion of growth plan ensued.

Revenue highlights:

General Donations- discussion

Fundraising- discussion

Café- discussion

Expense Highlights:

Continue to shore up our strengths- professional staff, programs, unique services.

(M) Hough- to approve the 2016 FFL operating budget as presented, (S) Jones, all approved.

Maternity/Paternity Leave

Discussion continued from the November budget draft review regarding Considine's proposal for 6 week paid maternity/ paternity leave for full time exempt FFL Staff. There is overwhelming board member support for this new policy. Considine will bring a draft of the new policy to the February board meeting for formal board approval and adoption.

Public Comment:

At 6:30 pm Pasinski (M) to adjourn (S) Jones. All approved.

Respectfully submitted,

Sue Considine, Executive Director

12/16/15