

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

**FAYETTEVILLE FREE LIBRARY
Board of Trustees
September 28, 2016
AGENDA**

Excused-

Call to Order:

Approval of Minutes – Brule

Approval of Monthly Financials- Brule (Interim Treasurer)

Board President Report– Brule

Executive Director Report - Considine

Discussion Items:

Actions:

Public Report to the Board by FFL Financial reviewers

Public Comments:

Adjourn:

***Notes:**

****Please email Sue at sconsidine@fflib.org at your earliest convenience if you will not attend a regular board meeting.**

Fayetteville Free Library

Board of Trustees

9/29/2016

4:30 PM

Present: Jim Brule, Dave Pasinski, Judy Jones, Betsy Bower, Sue Considine- Executive Director, Laurel Flanagan- Executive Assistant (4:45-5:45), Everett Burnham- FFL Book Keeper (4:45-5:15)

Guests: Mike Lisson- FFL Independent Auditor, Keith Bybee- Potential board member (4:30-5:00)

Excused:

Absent:

Meeting called to order at 4:30 PM

Minutes: Jones called for a motion to approve the June 2016 minutes.
(M) Jones , (S) Pasinski , all approved.

Treasurer's Report:

Considine- ED presented the YTD ending 8/31/2016 financials for approval. These financials were forwarded to the Board one week in advance for questions and comments per the FFL Treasurer procedure.

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

Board President Report:

President Brule reported that the Greater Manlius Chamber of Commerce has named the FFL and the Town of Manlius libraries as Businesses of the Year. Brule commented on the board meeting schedule, and would like to review attendance schedule from last year.

Executive Director's Report:

- Considine reported that the permit for the Green Space work was signed and notarized on Monday. Final estimate numbers pending as some additional changes were suggested last week. The project will come in line with the project budget of \$218,000.
- Considine passed around the new Café menu brochure, a list of resources of where the library programs are currently featured, a note about the Neighbors and Newcomers donation and a folder with the library's current marketing and promotions flyers. Considine shared the parent survey responses for Geek Girl and STEAM Guys Camp, a thank you note from the Department of State for hosting visitors from Belarus libraries, and the staff "captured stories" from the last several months.
- Considine reported on the success of the recent Adult Coding Class.
- Considine reported that the FM school district superintendant Dr. Craig Tice visited the FFL for a tour and meeting. Pasinski reported that he himself was impressed by the knowledge and skill of the staff and indicated that the presentation could not have been done any better. Dr. Tice asked many good questions, was impressed and enthusiastic, and he stayed for two hours.

UNAPPROVED/ DRAFT

Actions and Discussion:

Burnham presented the library's investigation and response to the community to the financial questions put forth by five community members, in writing, at the June 2016 board meeting. Considine read a prepared and attorney reviewed statement regarding the Friday, September 23rd receipt of allegations and questions from the same five community members to the assembled group.

Copies of both attached herein.

Public Comment:

Eight individuals signed in to public comment.

Patti Giancola Knutsen 5384 Springview Drive, Fayetteville 13066

Bob Duncanson 833 Oakwood Street, Fayetteville, NY 13066

Ed Theobald 204 East Ave., Minoa, NY 13116

Deb Lewis OCPL 447 South Salina St. Syracuse- No Comments

David Marnell 123 Shady Lane, Fayetteville, NY 13066

Linda Marnell 123 Shady Lane, Fayetteville, NY 13066

Merike Treier 115 W. Fayette St., Syracuse, NY – No Comments

Mary Karpinski 8300 Salt Springs Road, Manlius 13104

(one additional person commented but did not sign in- Steve ?)

The President informed all present that the public comment section of the meeting would be recorded and that the FFL Public Comment Policy would be followed. Copies of the policy are available at the sign in desk. He also reminded the board that any further written documents or questions from the public comments would be reviewed in compliance with the FFL Public Comment and Access to Records policies in consultation with the FFL attorney.

At 5:43 PM Jones (M) to adjourn (S) Bower. All approved.

Respectfully submitted,

Laurel Flanagan, Executive Assistant for S. Considine, Executive Director

9/29/16

9/29/2016

Pursuant to bylaw Article V, Section 3 an electronic vote, was called to appoint Keith Bybee to the FFL Board of Trustees term one (3 year term) to begin at the November 2016 Board of Trustees meeting. All voting members of the board voted. The result was unanimous: Keith Bybee will begin his first term at the November FFL board meeting.

Fayetteville Free Library
Board of Trustees
11/22/2016
5:15 PM

Present: Jim Brule, Dave Pasinski, Judy Jones, Betsy Bower, Keith Bybee, Sue Considine
Guests:
Excused:
Absent:

Meeting called to order at 5:17pm

Minutes:

Treasurer's Report:

Board President Report: Brule reminded the board that the November FFL Board meeting is a one agenda item meeting. Brule stated that he will present the summary of the draft to the FFL Board and after the holiday will circulate this draft to the board as an interagency document for each board members reference. Brule further stated that the Board reviewed summary will be posted to the FFL web site by December 12.

Executive Director's Report:

Actions and Discussion:

Brule presented the library's 2017 draft budget in summary.
Typical increase as compared to the last and previous years.

Proposal- 5.88% increase in total spending

Two Basic categories: Revenue and Expense

1. Revenue

Referendum Vote - 6% increase in line with history

Proposed includes an increase of approximately \$124,000

Notes to Revenue proposal include:

Examination of fundraising – event based, large scale fundraisers have not been effective since the economy collapsed in 2008; fundraising landscape has changed dramatically since that time. Old efforts for FFL fundraising have not produced return on investment of resources including time and money.

The FFL has experienced increasing success with new revenue streams including the resale of donated materials and Café 300 over the past few years. This revenue offsets the gap that has been left by unsuccessful fundraising in the traditional format.

2. Expense

There will be savings in the following areas:

Building and Grounds and Capital Maintenance – (long range plan to establish a long term capital maintenance budget, outside of the regular building and grounds budget, will be fully executed in 2024 when the library completes its mortgage obligations to M&T bank).

Content – mainly due to programmatic shifting and changing content formats and access points

Marketing & Development- Funds will be shifted and new funds allocated toward developing current and adding new Marketing and Promotions efforts and initiatives. Direct mailing of newsletters and library information is an expensive undertaking but one that a large percentage of our community of users has specifically requested.

Personnel- represents an approximate 10% increase in this line filling in more FTEs and new hours within several support staff, part time categories. There are also merit increases planned for eligible staff at 2%.

Questions from board:

More information about the marketing, Café and resale of donated materials investments:

We look to make these new investments in marketing, resale of materials and Café back and will track this return throughout 2017 and forward. We look to close the fundraising gap and create new, sustainable revenue to supplement the referendum vote.

Personnel increases:

The Café will be open extended hours as well as the Fab Lab. We have experimented with extending the Café hours on weeknights and on weekends when the FabLab is heavily attended. The results show us that the community is interested in having access to the Café and will spend money in it, particularly if it is open during the weekend hours when the library and FabLab are at peak. We have also expanded the number of sales to bimonthly and events based sales and have also expanded the offerings in our ongoing library service area sales and have had a great response and are above budget projections for 2016. We will look to continue to leverage these sales to increase revenue in 2017 and forward. Additional staff hours and part time support staff will assist us in accomplishing these long term revenue producing goals.

Green Space Expenses:

Will represent about a \$1500.00 a year increase in lawn/Grounds maintenance costs, which ultimately will be a wash as the amount of green space to be maintained has been reduced by the new parking project.

Comments from Board members:

The investments in marketing and personnel are sound.

The thematic organization of this year's budget summary is helpful and informative.

Brule concluded the discussion by stating that the board comments and thoughts will be incorporated into the draft summary between now and the December vote; please contact Brule and or Considine with any questions, comments over the next month.

Brule made a motion to adjourn, individuals requested time to public comment. Brule stated that there would be no public comment at this board draft budget meeting. The group of 5 individuals insisted, Brule welcomed the group to go ahead, but reminded the group to keep comments to 5 minutes and that the FFL Board will not respond during the meeting.

Public Comment:

Five individuals signed in to public comment.

Patti Giancola Knutsen 5384 Springview Drive, Fayetteville 13066

Bob Duncanson 833 Oakwood Street, Fayetteville, NY 13066

David Marnell 123 Shady Lane, Fayetteville, NY 13066

Linda Marnell 123 Shady Lane, Fayetteville, NY 13066

Mary Karpinski 8300 Salt Springs Road, Manlius 13104

Brule informed all present that public comments that are redundant will not be considered. Brule reminded the board that any written documents or any questions received during public comments periods would be received and reviewed in compliance with the FFL Public Comment and Access to Records policies in consultation with the FFL attorney.

At 6:34 PM Jones (M) to adjourn (S) Bower. All approved.



**Fayetteville Free Library
Board of Trustees
12/13/2016
5:15 PM**

Present: Jim Brule, Dave Pasinski, Judy Jones, Betsy Bower, Keith Bybee, Sue Considine
Guests:
Excused:
Absent:

Meeting called to order at 5:15pm

Minutes: President Brule called for a motion to approve the November 2016 minutes. (M) Jones, (S) Pasinski, all approved.

Treasurer's Report:

Board President Report: Brule welcomed the community to the board meeting and read an opening statement (posted to FFL website 12/15/16).
Brule asked for a procedural vote to table the regular agenda to move forward with public comment. (M) Pasinski, (S) Jones, all approved.

Executive Director's Report:

Actions and Discussion:

Public Comment:

34 individuals signed in to public comment.
Patti Giancola Knutsen 5384 Springview Drive, Fayetteville
Bob Duncanson 833 Oakwood Street, Fayetteville
David Marnell 123 Shady Lane, Fayetteville
Linda Marnell 123 Shady Lane, Fayetteville
Mary Karpinski 8300 Salt Springs Road, Manlius
Karen Green 8227 Penstock Way, Manlius
Vince Giordano 4476 Stafford Way Manlius
David Onborn 2 Thistlewood Lane Fayetteville
Tom Parker 11 Tremain Dr. Fayetteville
Kathy Spignardo 102 Edge mere Lane Fayetteville
Mark Bower 313 S. Manlius Street Fayetteville

Jill Brule 166 Brookside Lane Fayetteville
Judy Dardzinski 4898 Ledyard Manlius
Charlie White 8009 Summerview Drive Fayetteville
Jack Klump 841 Oakwood St Fayetteville
Denim Hall
Rebecca White 8009 Summerview Drive, Fayetteville
Theresa White 8009 Summerview Drive Fayetteville
Steve Pierson 9 Thornwood Lane Fayetteville
Liz Kolodney 222 Huntleigh Ave Fayetteville
Barbara Sutton 222 Huntleigh Ave Fayetteville
Randy Archambault 125 Brookside Fayetteville
Carrie Luber 9 Woodview Terrace Fayetteville
Scan 113 Elm Street Fayetteville
Kaylen 550 South Warren St. Fayetteville
Emily 102 Burlington Drive Manlius
Ken Green Penstock Way Manlius
Anne Messenger 4719 Limberlost Way Manlius
Daniel Kirkley 103 Fairfield St. Fayetteville
Mary Karpinski 8300 Salt Springs Road Manlius
Steve Hofer
Ray Letterman 406 Brooklea Drive, Fayetteville
Mark Olson, Mayor Fayetteville NY
Sarah Pralle 207 Chapel Street Fayetteville

Brule informed all present that public comments that are redundant will not be considered. Brule reminded the board that any written documents or any questions received during public comments would be received and reviewed in compliance with the FFL Public Comment and Access to Records policies in consultation with the FFL attorney.

Brule indicated that the board will reschedule the budget vote in January after revisiting the budget proposal and considering all that had been shared and discussed during public comment. Brule thanked all of the attendees for their comments and input. Any changes that may be made to the FFL 2017 budget proposal will be posted on the web site prior to the January reschedule date, TBD.

At 6:23 PM Jones (M) to adjourn (S) Bybee. All approved.