

Fairmount Community Library

Board of Trustees Meeting Minutes

February 15, 2023

Call To Order

- A meeting of the Fairmount Community Library Board of Trustees was held at Fairmount Community Library and was called to order at 7:06 PM.
- Attendees included Becky Ponza (President), Mike Ranieri (Vice President), Mary Clifton (Treasurer), Rachel Gibson (Secretary), Jennifer Grant (Board Member), Natalie Hempson (Board Member), Carol Charboneau (Board Member), Allison Earl (Board Member), and Brenda Shea (Library Director).

Approval of Meeting Minutes

- January meeting minutes were approved unanimously (Jen motioned, Mary seconded).

Period for Public Expression

- No members of the public attended the meeting.

Treasurer's Report

- Mary reviewed the Treasurer's report, and discussed that 90% of the construction grant dollars were booked.
- The 990 is in progress with Jim Pompeo for end of year taxes.

Director's Report

- Brenda reviewed the Director's report, and discussed how staff received word of some changes to the construction based on cost estimates.
- Brenda discussed the success of the programs at the Syracuse airport, the Nature Walk, and Camillus playgroup. In addition to the children's programs, Brenda highlighted several adult programs, including book clubs, Oscar movie series, and more.
- Upcoming programs include Earth Day, sensory week, and National Library Week, among many others.
- Staff completed fire safety and active shooter trainings, as well as annual sexual harassment training.

Old Business

- Tax Levy
 - The Board reviewed the request to submit for a tax cap override of 4%, as stated in the bullet below; all members in attendance approved the resolution (88%, as one Board member was not in attendance).
 - The following language was reviewed and voted upon in order to include the ballot proposition for the 2023-24 tax levy request: *"Whereas, the adoption of the 2024 budget for the Fairmount Community Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax level limit by a resolution approved by a vote sixty percent of qualified board members; now therefore be it REsolved, that the Board of Trustees of the*

Fairmount Community Library voted and approved to exceed the tax levy limit for 2023 by at least the sixty percent of the board of trustees as required by state law on February 15, 2023."

New Business

- Patron Spotlight
 - Brenda reviewed a spotlight story about a young patron who has truly opened up after participating in several programs at the library in recent months.
- Annual Report
 - Brenda discussed the Annual Report, which will be sent out by email as soon as it is complete; this will require a vote at the March meeting.

Committee Updates

- HR/Policies (Becky, Mary, Brenda, Lisa)
 - Nothing reported or discussed.
- Strategic Planning (Becky, Jen, Allison, Brenda)
 - The committee met to create a strategic plan; they started by completing a SWOT (strengths, weaknesses, opportunities, threats) analysis, which was reviewed by the Board. This analysis will be used to begin forming a short- and long-term strategic plan.
- Construction/Facility (Rachel, Carol, Lisa, Mike, Natalie, Brenda)
 - Rachel reviewed the notes in the bullets below from the separate meeting with the architects:
 - *Main Library*
 - *Review of the stacks and furniture to determine where we can save on costs (e.g., refinish the existing stacks; take off the top half of the existing stacks to open up the windows; keep existing stacks as is, though move them around; etc.).*
 - *Hold on replacing/refinishing the wood paneling in the main library; architects feel this adds warmth to the library and would save on costs of the replacement and any potential refinishing that would need to occur for damage to the walls behind the paneling.*
 - *Include the new lighting to ensure the main library has an upgraded feel*
 - *Limit the footprint of the new circulation desk while still modernizing it and allowing for staff to be able to float throughout the library*
 - *Main Floor (learn and grow)*
 - *Many of the furniture options are more unique for the space to maximize options; however, the cost estimates are elevated, meaning the costs may come in lower than the estimates.*
 - *We have an option (though not traditional) to get quotes from contractors at 90% of the design complete, which would help us understand the assumptions and change some of the allowances in the bid packages.*
 - *Generally, the committee agreed to keep most of this area as proposed, but be very strategic in purchases of furniture and finishes or other accessories for the space.*
 - *Children's Library (learn and play)*
 - *Keep most of the proposal as is, but be strategic in stack replacements and furniture purchases.*

- The next review with the architects will be at the March meeting.
- Personnel/Performance (Ali, Rachel)
 - Director's Performance Review
 - The Board moved into executive session (as noted below) to discuss Brenda's performance review and letter.
- Board Development (Becky and Brenda)
 - Nothing reported or discussed.

Any Other Business for the Board

- Trustee Advisory Committee Update
 - Training opportunity 3/28 5:30-7:00.

Adjournment

- Board moved into executive session at 8:13 PM; the board moved out of executive session at 8:41 PM.
- Meeting adjourned at 8:42 PM.
- The next meeting is scheduled for March 15, 2023.