Board of Trustees
October 19, 2020 4 pm
AGENDA
Regular Meeting via Zoom

Trustees Present: R. Qualls, B. Bagwell, S. Overbey, J. Parry, H. Garner, M. Sutherland,
Trustees Absent: B. Park
Staff Present: D. Johnson, C. Karnatz, S. Davis, W. Fitzgibbon, R. Duarte, L. Yandell, C. Dennis, C. Moody, K.
Hoover, T. Ball, S. McClure, L. Frieden, A. Taylor
Attorney: V. Chadick
Media: S. Ryburn
Public: M. Rice

Our mission is to strengthen our community and empower our citizens through free and public access to knowledge.

I. Call to order: R. Qualls called the meeting to order at 4:01 PM
II. Minutes: Approval of minutes of September 21, 2020: J. Parry approved the minutes of September 21, 2020. S. Overbey seconded. All voted AYE.

III. Reports
  A. Upcoming Events: Graphic designers and marketing have rolled out new fonts for the library. UA Press author J. Fregulia will give a presentation about history of coffee. Many varied virtual events will happen in October.
  B. Library Administration
     1. Management reports
        a. Performance measures: I-cards have been sent to participating public schools. Electronic items have been added and the expansion will increase the physical collection to 400,000 items. Expect statistics to be skewed for a while. This is due to COVID and the building's current closure and construction of the expansion. After the library's reopening, staff will reassess the performance measures and decide if other statistics need to be recorded instead. Circulation is down because people cannot access the building, but curbside pickup continues.
        b. Strategic Plan progress through September 2020: Two pandemic-related programs were held for families and children. These are needed and necessary in our community, and will help as COVID fatigue sets in. Reference continued to host their five book clubs virtually. R. Wilburn is doing a podcasting workshop and will help at the Innovation Center when it opens. More Spanish events were hosted, which were well-attended.
        c. Budget to actual through September 30, 2020: Tax revenue continues to trail the projected average, but hope November's collections will close that gap. Apart from fines and fees, which is down $90,000, all other revenues are holding steady. Doubtful the lost money will be regained. The library's expenses perform well against the expense budget. In library services there is a quarter of the year left and 31% of the budget remaining. In support services, there is 33% of the budget left.
        d. Balance sheet as of September 30, 2020: Cash and investments are at $1,900,000. Liabilities are $407,000. Have the cash reserve to meet FPL's account payable needs and still pay staff.

  2. Informational
     a. Library expansion project update: The photos included in the Allison + Partners Observation Reports show many of the changes and improvements week-by-week in
the expansion. In the time that the Blair building has been closed, all the shelving has been reorganized on levels 300 and 400. All of fiction has been brought downstairs to the previous children's department. Non-fiction is being split and genealogy will be expanded. All the children's materials are on trucks waiting to go to the expansion as soon as it is ready. At the exterior of the new building, sidewalks are being poured and School Street has reopened. The outdoor seating is finished, and West Ave is now closed for work on the Cultural Arts Corridor. Inside the expansion, painters are at work and bleacher seating is being installed in the Event Center. The helicopter was hung and the other planes will be set up this week. S. Davis with the Air and Military Museum was recognized for helping with the planes. Terrazzo has arrived and will be placed. Ceiling tiles are still delayed; an order came that was too small, but a second order is coming that is supposed to fit. The guard rails and panels for the monumental stairs are taking more time than originally planned. The goal remains to move staff into the new space in early November and take a few weeks to figure out how to operate the new equipment, new technology, etc. It will open to the public around the first week of December. Like the Momentary, staff want to schedule small, guided tours of the expansion. Wednesday afternoon, the City Board of Health will take a tour and advise how to introduce the community to the new space.

1. Allison + Partners Observation Report #42
   - Photos: [link]
2. Allison + Partners Observation Report #43
   - Photos: [link]
3. Allison + Partners Observation Report #44
   - Photos: [link]
4. Allison + Partners Observation Report #45
   - Photos: [link]

b. Expansion schedule

c. Traliant training report: With the guidance of HR Manager R. Duarte, staff were assigned four online trainings in September: Preventing Discrimination & Harassment; Microaggressions in the Workplace; Workplace Diversity, Inclusion, & Sensitivity; and Unconscious Bias. There was 100% compliance among staff, and everyone completed the courses and received certificates.

d. 2021 budget progress: Operational revenues will be flat in 2020. Millage collections are approximately $200,000 below past nine years. Oct 15th was last day to pay taxes, and staff are hopeful that in Nov, some of the revenue can be caught up. Tentatively penciled $40,000 in fines & fees revenue for 2021. Approximately $100,000 has been picked up for property/equipment insurance. There will be fixed increased costs in utility/maintenance in the new facility, which puts pressure on the remaining revenue. Want to still host library events of the same quality that we are accustomed. The 2021 budget will be presented to the Board for review in the November meeting.

e. IMLS grant: FPL was awarded $287,463 from the Cares Act grant via IMLS. Will allow staff to implement the 24/7 library, which will have staff-less open hours and touchless technology. The additional funds will not help the library save money; the 24/7 library was originally postponed, but the grant will now enable staff to provide this service to patrons now instead of later.

f. New staff: 4 in Facilities, 2 in IT, 7 in Circulation, 3 in Youth Services, 6 in Adult Services. Of those hires, 27% is male and 73% is female. 27% are people of color, and 32% is multilingual. Of the total staff members at FPL, there are 24 people of color out of 102 staff. 27% of the staff is male.

c. Fayetteville Public Library Foundation- monthly report: A part-time Development Assistant was hired to do administrative work. There were 6 new pledges, and are waiting on paperwork for 2 verbal pledges.
Anticipating the initial installment from the first pacesetter pledge soon. More than 44 tours were given. C. Karnatz suggested the Board of Trustees reach out and thank them for touring, supporting the library, etc. Once the library nears completion, C. Karnatz hypothesized more donations will be given. The Foundation has reached 43.8% of their fundraising goal.

D. Friends of the Fayetteville Public Library

IV. Old business

A. Event center policy final draft and pricing: Want to provide a facility for the community to meet and host events. The policies of the Fayetteville Town Center and other performing event centers were examined while developing FPL’s policy. K. Hoover, a transplant from the Botanical Garden, polished the policy. H. Garner approved the event center policy. J. Parry seconded. All voted AYE.

B. Artifact loan agreement with Arkansas Air & Military Museum: The Military Museum needed a one-page legal document to give the planes to FPL on permanent loan. S. Davis came up with the document, will serve purposes of loan status. FPL is providing insurance for the planes. The cost will be covered as part of library’s normal liability coverage. H. Garner approved the artifact loan agreement. S. Overbey seconded. All voted AYE.

V. New business

A. Consent items

1. Approve 2021 closed days schedule: H. Garner approved the 2021 closed days schedule. M. Sutherland seconded. All voted AYE.

B. Discussion items

1. Resolution of designated authorized staff for bank/credit card management: The library recently hired T. Ball and N. Coble, who will replace S. Davis and B. Fell when they retire in March 2021. This resolution allows them to manage credit cards and work with the banks on FPL’s behalf. It is a requirement by the credit card company, and some of the banks need Board approval. H. Garner moved to approve the resolution of designated authorized staff for bank/credit card management. B. Bagwell seconded. All voted AYE.

2. Proposal to complete Kitchen and Center for Innovation Suites: Notified by the City of Fayetteville that there was $350,000 interest available on the bonds. The City will recognize shifting those funds to the library’s project at an upcoming City Council meeting. $311,000 of those unobligated funds will go to the purchase of teaching kitchen equipment and $61,000 will complete the Center for Innovation suites. Any additional funds over the $350,000 will go to the Phase 2 Blair Renovation cost. The issue is time-sensitive; January 6, 2021, sixteen students will begin Brightwater classes in the kitchen, and it may take up to 30 days to deliver the materials. S. Overbey moved to approve the completion of the Kitchen and Center for Innovation Suites. J. Parry seconded. R. Qualls, S. Overbey, J. Parry, M. Sutherland voted AYE. H. Garner and B. Bagwell voted NO. Motion carried.


4. Children in the Library policy and Customer Code of Conduct: Previously, the children’s policy was inside the code of conduct. With the expansion opening imminent, staff decided to separate the children’s policy from the Code of Conduct. It was suggested that wording in the Code of Conduct be altered and presented for November’s meeting. J. Parry moved to approve the Children in the Library policy. H. Garner seconded. All voted AYE.

VI. Public Comment: None

Adjournment: H. Garner moved to adjourn. J. Parry seconded. Meeting adjourned at 5:15 PM.

Sallie Overbey, Secretary

Date 12/4/2020