



Board of Trustees

October 21, 2019 4:00 pm

MINUTES

Regular Meeting Ann Henry Board Room

Present: J. Parry, R. Qualls, M. Rice, B. Park, H. Garner, B. Bagwell

Absent: S. Overbey

Staff present: D. Johnson, S. Davis, L. Yandell, S. Palmer, S. Litzinger, W. Fitzgibbon, C. Moody, S. McClure, L. Huffaker, G. Allen, C. Dennis, S. Houk, J. Atha, S. Du Preez, S. Daniel

Library Attorney: V. Chadick

Press: S. Ryburn

Others: M. Terry

I. Call to order: The meeting was called to order at 4:01 pm.

II. Minutes

A. Approval of minutes: **H. Garner moved to approve the minutes of August 19, 2019; M. Rice seconded. All voted AYE.**

III. Reports

A. Key upcoming events: True Lit runs October 20-27; the keynote speaker is Gene Luen Yang.

B. Library administration

1. Management reports

- a. Monthly performance measures: Most measures are up in spite of ongoing expansion activities, and circulation is on track to set an all-time record. Website visits are an exception, and there was concern that the expansion is not being marketed thoroughly. It was noted that website visits don't capture visits to the Beyond Words website or patrons going directly to eBook websites. The Board requested a breakout of these categories and encouraged staff to do more aggressive marketing.
- b. August-September 2019 strategic plan progress: The library has begun offering mock ACT testing. The Sit, Stay, Read! program will be renamed due to a cease and desist order from a nonprofit of the same (copyrighted) name. The Board discussed copyrighting some of our other program names such as Books & Bites. L. Yandell attended an information security class, and G. Jelinek presented at ARLA. The FPL Welcome Brochure, newly translated into Spanish, has not been distributed yet.

2. Financial reports through September 30, 2019: Revenue is trending well, though millage receipts are slightly below historical levels. Both Library Services and Support Services have about 30% of their budgets remaining. The board will review budget amendments in November.

3. Informational

a. Expansion update

- (1) Staff met with MSR and selected furniture. The initial selections will arrive and be sit tested in November. Fabric and colors will be chosen in December.
- (2) Bid package for change order 5 (finishes, including landscaping and cleaning) will be opened Tuesday, October 29. The bid will be approved by the board at a special meeting in November and then forwarded to City Council for approval. The process is being expedited to avoid cost increases.

b. Budget timeline: A draft budget will be ready in November.

c. Culinary Literacy and Community Education Partnership: A white paper by Melissa Terry reviews closed loop food systems with possible components to include a teaching kitchen, edible garden, on-site green house, and deli. Though the kitchen is

not currently in the project budget, the white paper is the first step in determining what the library might one day develop.

- d. FOI training (V. Chadick): FPL is supported by public resources. As such, its dealings are a matter of public interest, and staff and trustees must strive for utter transparency. A recent Arkansas Supreme Court opinion put into question what had been settled law. It reiterated that meetings by telephone or email are meetings covered by FOIA. If two or more trustees meet, the public must be notified. If board members are at a nonbusiness event, whether private or public, best practice is not to talk about library business. However, staff can meet with trustees (one at a time) if the nature of the meeting is informational and not decisional. Staff may neither solicit a vote nor make a recommendation on how to vote.

With respect to computer records, who owns the computer is not meaningful. A private email about picking up groceries is not FOI-able. It's not likely a privately owned computer used for library business would have to be turned over in response to an FOI request, it's wise to avoid the situation. Best practice is a document retention policy, and it should be noted that keeping emails is not required. A further best practice is to limit communications to one device, i.e., one computer and one phone.

FOI requests need not be in any particular format, i.e., they need not be in writing. If possible, provide the record immediately upon request. If the records are in active use or in storage, the law grants three days to produce them. Best practice is for all requests to go through one person.

- e. In-service day on November 8th will include a health fair, a presentation on serving individuals with autism, safety training, and tours of the construction site.
 - f. I-card distribution: I-cards are now live, and use is increasing.
 - g. New and returning staff: Diana Domingos has been hired through the Tyson grant, and Sarah Du Preez is back from maternity leave.
 - h. Tyson grant update: Staff are scheduling the first pop up library.
 - i. Summer meals program: Over 2200 lunches were served this year - double last year.
- c. Fayetteville Public Library Foundation
 - d. Friends of the Fayetteville Public Library: The Friends will hold a lobby book sale in early December.

IV. Old business

V. New business

A. Consent items

- 1. Pay plan: **M. Rice moved to approve the pay plan; H. Garner seconded. All voted AYE.**

B. Discussion items

- 1. Parking policy: **M. Rice moved to approve the revision; H. Garner seconded. All voted AYE.**
- 2. Resolution transferring title of 1.1 acres to Foundation: **H. Garner moved to approve the resolution; R. Qualls seconded. All voted AYE.**

VI. Public Comment

VII. Other: FPL has received an FCC grant for \$234,000 to purchase network gear. Thank you L. Yandell!

VIII. Adjournment: The meeting adjourned at 5:20 pm.



Bret Park, Secretary



Date