



Board of Trustees

November 20, 2017 4:00 pm

MINUTES

Working Session Ann Henry Board Room

Trustees present: H. Garner, J. Parry, R. Qualls, M. Rice, B. Parks, S. Clark, B. Bagwell

Trustees absent: None

Staff present: D. Johnson, W. Fitzgibbon, L. Yandell, L. Greenwood, S. Du Preez, S. Houk, G. Jelinek, C. Dennis, S. Litzinger, S. Davis, S. Daniel, S. Palmer; S. Walker

Library Attorney: V. Chadick

Press: S. Ryburn

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

I. Call to order: H. Garner called the meeting to order at 4:02 pm.

II. Minutes: Approval of minutes of October 16, 2017 and November 6, 2017: **M. Rice moved to approve; R. Qualls seconded. No objection.**

III. Informational

A. Expansion Update: City Council votes 11/21/2017 on vacating Rock Street and approving the asbestos abatement project. FPL will host a public input session on December 11 from 6-8 pm.

B. Foundation Update: The Foundation and its consultant completed a capital campaign feasibility study and concluded there is strong support for the project. A leadership committee is being assembled.

C. Review of In-Service Day: Mayor Jordan gave the keynote address, Steve Clark spoke on regional trends, Kate Michaud gave an update on the expansion, and Ozark Guidance talked about mental health issues for both staff and patrons.

D. Results of Food-for-Fees: 2440 pounds of food were donated and given to CEO; almost \$2400 in fines were waived.

IV. Old Business

A. Memorandum of Agreement with Friends of Fayetteville Public Library: **M. Rice moved to approve the memorandum; R. Qualls seconded. No objection.**

V. New Business

A. Resolution authorizing bond proceeds for asbestos removal and remediation and other construction activities: **M. Rice moved to approve the resolution; R. Qualls seconded. No objection.**

B. 2018 Budget: Items beyond our control have reduced library revenues. These include reduced city funding for library materials, increased health insurance costs (\$50,000), and reduced State Library turn-back (\$25,000). Included in the budget is \$365,000 to fund 6 new positions related to the expansion. Staff will prepare a budget adjustment for the board's consideration that would authorize some of the unspent 2017 funds (expected to be \$1.1-\$1.2 million) to be rolled over for IT and library materials purchases. The Long Term Reserve will be \$2.188 million and Facility Reserve will be \$452,000 at the end of 2018. Most governmental agencies have a 90 day reserve; FPL wants a longer time period to cushion the low income months between May and October. No expenditures are anticipated from the Furniture and Equipment Fund; it is expected to have \$295,000 remaining at the end of 2018. The Library Expansion Fund is paying for 30% of the architectural fees because the city has determined this is the percentage of the project that is remodel – and bond money can only go toward new construction. The money will be raised by the Foundation. The budget for library materials will increase from \$525,000 in 2017 to \$621,000 in 2018. Shared programming captures the programming that is joint between Youth and Adult. True Lit is being funded by a transfer from the Foundation. Teen, Volunteer and Outreach, and Youth are now all separate departments, and

Administration is now separate from Accounting and Human Resources. A budget administrator position has been added to deal with the expansion and audit activities. Facilities custodial staff will be increased and will include an FTE to assist with construction plan review and clerical matters. IT will add a system administrator to maintain all the infrastructure. When the expansion is complete and FPL is fully staffed, there will be between 87-100 FTEs.

VI. Public Comment

VII. Adjournment: **J. Parry moved to adjourn; M. Rice seconded. No objection. The meeting adjourned at 4:59 pm.**



Rob Qualls, Secretary

12-18-17
Date