



Board of Trustees

June 19, 2017 4 pm

MINUTES

Regular Meeting Ann Henry Board Room

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

Trustees Absent: S. Clark

Staff: D. Johnson, S. Davis, S. Daniel, W. Fitzgibbon, L. Yandell, S. Du Preez, L. Greenwood, S. Litzinger, J. Atha, G. Jelinek, C. Dennis

BKD: Cynthia Burns

Attorney: Vince Chadick

We inspire imagination and foster learning.

I. Call to order: 4:01pm

II. Minutes

A. Approval of minutes

1. April 17, 2017 – **M. Rice moved to approve; J. Parry seconded. No objection.**

III. Reports

A. Upcoming events – Summer Reading Club is in full swing, the new reading group, Books and Brews, is meeting, and the Roots Festival is coming up.

B. Library administration

1. Management reports

a. Performance measures – Now that the budget cuts have eased, every marker is trending upward again. Tool check out is popular; outdoor gear such as tents and kayaks may check out in the future.

b. Strategic plan progress through May 2017: Not discussed

2. Financial reports

a. Budget to actual through May 31 – Two new funds have been added – one for capital expansion and a second for debt service. FPL has received \$35,645 from the state turn back and \$625,000 in millage revenue. Expenses include almost \$300,000 in the shared materials budget from a total of \$530,000. Of the total \$5.1 million budget, FPL has spent not quite \$2 million. The credit balance in February (last page of agenda packet) represents money FPL was owed but which was unavailable.

3. Informational

a. Library expansion project update

(1) City Hospital: FPL is scheduled to wire the money to Washington Regional on July 5, 2017 in exchange for a warranty deed bringing the purchase – finally - to a close!

(2) Architect RFQ: FPL received 4 responses and granted 3 interviews. MSR was selected and will begin contract negotiations with the city.

(3) Construction manager RFQ: These documents are due Wednesday June 21. City staff will scrub them to remove any reference to cost as qualifications are the only issue. Interviews will be held July 12.

(4) Schedule for issuing bonds: The bonds were issued last Tuesday and proceeds of \$26.9 million exceeded expectations.

(5) Asbestos abatement: This is a 2 step process: The first step is development of an abatement plan. This process is under way and is expected to take 2-3 weeks. The second step is to put the plan out for bid. Approximate price of abatement expected to be \$400,000.

b. Interactive Table: L. McBride donated \$25,000 many years ago for a piano and an interactive wall for children. While the piano was purchased in a timely manner, the wall never materialized due to the death of the artist and unsatisfactory performance by the replacement

artist. After discussion with Mrs. McBride, FPL purchased an interactive table that youth (and adults) love.

- c. Change to ADP for payroll and time keeping: This software will have the ability to handle timekeeping, payroll and benefit enrollment for a growing organization.
- d. New name badges: New photo ID badges enhance security and work in concert with ADP.

IV. Old business

V. New business

A. Consent items – **M. Rice moved to approve the following policies as written; J. Parry seconded. No objection.**

- 1. Use of Library for Display & Distribution
- 2. Gifts & Memorials
- 3. Paid Time Off policy

B. Discussion items

- 1. Audit and management letter – Cynthia Burns, senior audit manager, drew attention to the following:
 - a. The city and FPL adopted GASB 72 which categorizes fair value measurements within a fair value hierarchy. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs, and Level 3 inputs are significant unobservable inputs.
 - b. Property taxes are measurable when levied even though the money is not received until the following year.
 - c. The library's net position increased almost \$300,000 which does not include additional property tax measures.

J. Parry moved to accept the audit; M. Rice seconded. No objection.

GASB 72 requires the board declare its intentions by the end of 2017 with respect the land that is not used for expansion. It can be held for investment or it can be land-banked. If the intent is investment, the value would be reported as the fair market value. If land banking is declared, the value would be recorded as the price paid. The board can change its decision; however, the accounting treatment would remain the same.

- 2. Report of the Nominating Committee and vote: The committee nominated H. Garner for president, J. Parry for Vice-President, M. Rice for Treasurer and R. Qualls for Secretary. **M. Rice moved to approve the nominations; R. Qualls seconded. No objection.**
- 3. Resolution to designate bank signers – **M. Rice moved to designate Bret Parks, J. Parry, M. Rice and R. Qualls as signatories on all FPL accounts. J. Parry seconded. No objection.**
- 4. Vacate Rock Street: This is a formal city process; FPL staff are asking for permission to begin the process. **J. Parry moved to grant permission to begin the process to vacate Rock Street; M. Rice seconded. No objection.**
- 5. Approval to transfer \$1.8 million to the city or the bond trustee as directed by the bond documents and approval of a budget adjustment implementing the request – **M. Rice moved to approve this request; R. Qualls seconded. No objection.**

VI. Public Comment

VII. Adjournment – Meeting adjourned at 6:01 pm.



Rob Qualls, Secretary

8-22-17

Date