



Board of Trustees

November 18, 2019 4 pm

MINUTES

Regular Meeting Ann Henry Board Room

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

Absent: None

Staff present: D. Johnson, W. Fitzgibbon, S. Davis, L. Yandell, S. Palmer, C. Moody, S. Houk, C. Dennis, G. Allen, H. Robideaux, S. McClure, B. Fell, and S. Daniel

Library Attorney: V. Chadick

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

II. Minutes: **M. Rice moved to approve the minutes of October 21, 2019; R. Qualls seconded. All voted AYE.**

III. Reports

A. Library administration

1. Informational

- a. Financials: Not available; they will be emailed by Friday.
- b. Expansion update: MSR will be on site tomorrow and Wednesday. Furniture samples have been delivered for sit testing, Crossland is pouring concrete flooring, brick work will begin soon on the north face, and the glass curtain wall will be going up. The goal is to have the space enclosed before winter weather arrives. The project remains on time and on budget.
- c. FOIA one-page:
- d. Document retention policy: Staff is researching a policy that will reflect best practices for meeting the requirements of the FOIA.
- e. Marketing update: The Board is being copied on the daily media digest. The website's landing page now includes more information on the expansion as well as the Beyond Words campaign. Staff is looking for additional media channels.
- f. Books & Bites update: The summer program served 235 youths and 120 teens from the Yvonne Richardson Center and Youth Source. The fall program included direct outreach to schools and served 380 students at Asbell and 530 students at Butterfield. Staff will be distributing 320 turkeys to students at Asbell. Volunteers donated 165 hours.
- g. Food for Fees: Patrons donated 1220 pounds of food, returned 58 billed items (worth \$1369), and had \$1220 in fines removed from their accounts.
- h. Holiday calendar: The library closes early on the Wednesday before Thanksgiving and remains closed until the Saturday after Thanksgiving.
- i. Adventure Subaru: This year, Adventure Subaru has named FPL and Appleseeds as the two nonprofits car buyers can select for the dealership's Share the Love program. Thank you to Don Nelms for his generosity and support.

IV. Old business

V. New business

A. Discussion items

1. Amend project budget: Initial plans called for the Foundation to transfer cash to FPL to pay expansion related bills. Instead, the Foundation will pay the bills directly. The amendment cleans up the 2019 budget to reflect only cash the Foundation actually sends to the FPL. For audit purposes, it removes an appropriation and corresponding expense. **M. Rice moved to amend the project budget; R. Qualls seconded. All voted AYE.**

2. Approve contract with Heartland Seating, Inc.: FPL is proposing to contract with Heartland Seating of Kansas to install retractable seating, manufactured by Audience Systems of Great Britain, in the Multipurpose Room. The bid came in under budget allowing FPL to add back some extras. The installation will be complete by June 2020, and the Foundation has already approved the expenditure. **M. Rice moved to approve the contract; B. Parks seconded. All voted AYE.**

3. Adopt 2020 Budget: The proposed budget is balanced. It adds 4.25 FTEs for a total 2020 head count of 74.3. Ultimately, about 90 FTEs will be necessary to adequately staff all the new services planned for the expansion. The budget addresses the replacement of existing furniture and equipment, and it presents a listing of each department's responsibilities. Trustees will vote at their regular meeting in December.

VI. Public Comment

VII. Adjournment: **H. Garner moved to adjourn; M. Rice seconded. All voted AYE. Meeting adjourned at 4:36 pm.**

Bret Park Secretary *James B. (President, Board of Trustees)* *12/18/19*
Date