Board of Trustees
May 18 2020  4 pm
AGENDA
Walker Room, Fayetteville Public Library

Trustees present: J. Parry, R. Qualls, B. Park, B. Bagwell, H. Garner, S. Overbey, M. Sutherland
Trustees absent: H. Garner
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 : J. Parry called the meeting to order at 4:01 pm
III. Reports
   A. Library administration
      1. Management reports
         a. Performance report : Today was the first day Blair Library was open after the COVID-19 closure. Limited hours were 9-12. There were 285 visitors, 652 items checked out, and 73 checkouts via curbside pickup. The current plan is to maintain this schedule for 2 weeks and then reassess; may decide to increase the building’s occupancy or extend hours during the week or add weekend hours.
      2. Financial reports
         a. Budget to actual through April 30, 2020 : Currently up $100,000 over a 9 year average. There is not enough data to know how much of an impact COVID-19 will affect the library until October/November. Projected $12,000 increase tied to Arsaga’s Café. No rent charged while the library was closed, and Arsaga’s is deciding when to reopen. Revenues from fines are down significantly, but supply cost was saved while closed. Further social distancing and cancelled events will continue to save money.
         b. Balance sheet as of April 30, 2020
      3. Informational
         a. Library expansion project update : Furniture manufacturer for movable furniture in multipurpose room is back online despite slight delays. Same with elevators and lighting fixtures. The new conveyor has been assembled and it will arrive mid-June. A lack of hotels has not impeded progress for out-of-state business construction crews.
            (1) Allison + Partners Field Observation Report :
                Photos: https://allarch.app.box.com/s/4wt1uc96f68w89f9n1t6kmqpm4ogohlc
         b. Millage Revenue YTD
B. Fayetteville Public Library Foundation: Monthly Report : NEH grant was submitted for genealogy, as was a Solar Power grant for $100,000. Library Giving Day was successful with $15,000 committed in one day. The Foundation Campaign Cabinet met to discuss the final draft stages of a communication plan. Tours of the library expansion are resuming; 2 were led last week with more scheduled this week.
C. Friends of the Fayetteville Public Library – Friends is currently ‘on hold’, as there is no storage for donated books.

IV. Old business
A. Audit Engagement Letter

V. New business

A. Consent items

1. Support scholarship applications for Emily Jones: B. Park moved to approve the resolution. R. Qualls seconded. All voted AYE.

B. Discussion items

1. Report of the Nominating Committee: The committee moved to nominate a new slate of officers. J. Parry moved to approve the resolution. S. Overbey seconded. All voted AYE. Officers will be R. Qualls President, B. Park Vice-President, S. Overbey Secretary, B. Bagwell Treasurer, with J. Parry remaining as a signing Trustee.

2. Resolution of Fayetteville Public Library to Open, Close, and Sign Accounts: It appears an actual vote was not taken but all the Trustees were in agreement, and all five signed the document after the meeting.

3. Waive purchasing requirements for building and garage lighting package: During the value engineering process, all lighting updates to LED, changes to fixtures for the Fayetteville Public Library were cancelled. Facilities identified $58,000 in their 2020 budget that could be cut to pay for the needed upgrades. Specific lighting vendors are important because different vendors have different brightness of wattage. They requested permission to waive the documentation for FPL’s purchasing policy to save time and cost. R. Qualls moved to approve the lighting package. M. Sutherland seconded. All voted AYE.

4. Parking garage repair and paint: On March 30, a structural engineer inspected the cracks in the parking garage ceiling and pillars. It was recommended that the issues be addressed to prevent structural problems. The cost for this would come out of the Facilities Reserve budget for special items. In this previously approved budget adjustment, current amounts total in $500,000, so there will be enough to cover other items in the long term. B. Park moved to approve the garage package. R. Qualls seconded. All voted AYE.

5. Architectural contingency package: An additional $20,000 is needed to address additional architectural services from MSR such as doors, drafts for re-designing rooms or re-wiring for camerawork. This increases the contract with MSR Architects to $1,201,258. B. Bagwell moved to approve the contingency package. R. Qualls seconded. All voted AYE.

6. City of Fayetteville bond contingency funds for teaching kitchen equipment and resolution: R. Qualls moved to approve the payment of kitchen equipment by bond contingency funds from the City of Fayetteville. B. Bagwell seconded. Discussion around delaying asking the city for bond contingency funds until there is more evidence that fund raising will be adequate to pay for the entirety of the kitchen. However, a delay now would require dismantling parts of the finished kitchen later to install needed equipment, costing the library more than the projected $800,000. Greater urgency stems from Crossland’s timetable to complete the room so it fits an occupancy allowance. There are separate contingencies for the City of Fayetteville, FPL, and Crossland, and the terms of the resolution only apply to the City. R. Qualls, B. Park, M. Sutherland, S. Overbey voted AYE. B. Bagwell voted NO. Resolution passed.

7. By-Laws Review Committee: supposed to be re-evaluated every 4 years by ad hoc committee appointed by BOT president. The last year this happened was in 2013. B. Park and J. Parry will form the committee with a report ready for the next BOT meeting.

8. OCLC Wise Contract: Years ago, the library helped develop the Polaris application. Since then it has sold to Innovation, resulting in little development and the limitations of a singular operating system, Windows. Another ILS platform, OCLC, is patron-centric and user-friendly. FPL will be an early adopter, so we get input for the product and application development. R. Qualls moved to approve the OCLC Wise Contract. S. Overbey seconded. All voted AYE.

c. Banking paperwork required

VI. Public Comment: R. Qualls thanked the library and staff for helping the public through curbside pickup and opening the library to the public, even in its limited capacity.

Adjournment: B. Park moved to adjourn; M. Sutherland seconded. No objection. Meeting adjourned at 5:37pm
Sallie Overbey,  
Secretary