



Board of Trustees

February 17, 2020 4 pm

MINUTES

Regular Meeting Ann Henry Board Room

Trustees present: J. Parry, R. Qualls, B. Park, M. Rice, H. Garner, S. Overbey

Trustees absent: B. Bagwell

Staff: D. Johnson, W. Fitzgibbon, S. Davis, L. Yandell, S. Palmer, S. Du Preez, C. Moody, H. Robideaux, C. Dennis, R. Duarte, G. Allen, S. Daniel, S. Herrera

Public: M. Sutherland

FPL Attorney: V. Chadick

Press: S. Ryburn

I. Call to order: J. Parry called the meeting to order at 4 pm.

II. Minutes of December 16, 2019 – **H. Garner moved to approve; M. Rice seconded. All voted AYE.**

III. Reports

A. Upcoming events – Bilingual story times on first Saturdays, UA Museum at FPL, an art display, Super Saturday African American story time, Richard Knack, and Susan Orlean.

B. Library administration

1. Management reports

- a. Performance measures for 2019 including city quarterly report – 2019 numbers held steady or increased. Circulation broke a record indicating a well curated collection.
- b. Strategic plan progress – A ukulele class planned for 12 attracted over 70 would be participants. FPL received a bonus award in conjunction with a Google grant. IT quadrupled the library's band width.

2. Financial reports

- a. Budget to actual through December 31, 2019 – Revenue was \$10.1 million against \$10.5 million budgeted with expenses of \$9 million. The net surplus (unaudited) is \$847,000.
- b. Balance sheet – Cash and investments are \$5.9 million; liabilities are \$2.2 million.

3. Informational

- a. Expansion update: Admin remodel will be completed by April 1. Demo work on level 200 will begin April 6. The grand opening is on track for October 10. Staff is updating signage and finalizing furniture orders.
 - (1) Project budget – to be discussed at March board meeting
 - (2) Allison + Partners Field Observation Report –
 - (a) See photos at <https://allarch.box.com/s/5pqkzwx0vckyuz52gnkkdbnotgdh4z7n>
- b. Audit timeline: Auditors will be on site for two weeks beginning April 5. There are two accounting standards that will need to be incorporated into FPL's financials for 2019.
- c. True NWA final report – Recommended FPL ensure diversity, inclusion, and equity on the board, among staff, and in programming.
- d. Friends report – Held annual meeting and elected officers.
- e. Foundation report – Staff will submit 11 grant proposals beginning this month through July. Five cultivation events are planned between now and summer. Postcards and requests are going out to current donors and campaign prospects, and staff is waiting to hear back from several large donors. Board members are asked to invite guests to behind-the-scenes tours which take place every Friday from 3-5 pm.

IV. Old Business

A. Kitchen feasibility study – Staff submitted a proposal to Joe Willis at the NWA Development District for funding of a feasibility study. Local restaurant owners are excited about the teaching kitchen due to a shortage of restaurant workers both locally and nationally.

V. New Business

A. Consent items

B. Discussion items

1. Budget rollover – **M. Rice moved to approve the budget rollover; H. Garner seconded. All voted AYE.** Left-over Books and Bites money is due to a larger than expected discount on turkeys from Sam's Club and a partnership with Scholastic that saved additional money.
2. Opening weekend – Part of the budget rollover money will be spent on the grand opening celebration; Ann Patchett will speak for free.
3. Waive purchasing requirements for certain expansion items – **H. Garner moved to approve; the waiver; M. Rice seconded. All voted AYE.**
4. 2020 Holiday Schedule – **M. Rice moved to approve the schedule; H. Garner seconded. All voted AYE.**

VI. Public Comment

VII. Executive Session: **M. Rice moved to adjourn the regular session and go into executive session to review the Executive Director's performance. B. Park seconded. All voted AYE. M. Rice moved to adjourn executive session and return to regular session; B. Park seconded. All voted AYE.** Regular session resumed at 5:16 pm. The Executive Director will recommend a March meeting date that does not conflict with spring break.

VIII. Adjournment: **M. Rice moved to adjourn; H. Garner seconded. All voted AYE.** Meeting adjourned at 5:18 pm.



Bret Park, Secretary

4/20/20

Date