



Board of Trustees
December 16, 2019 4 pm
MINUTES
Regular Meeting Ann Henry Board Room

Trustees Present: J. Parry, B. Park, M. Rice, H. Garner, S. Overbey, B. Bagwell

Trustees Absent: R. Qualls

Staff: D. Johnson, W. Fitzgibbon, L. Yandell, S. Davis, C. Moody, H. Robideaux, L. Frieden, G. Allen, S. Mitchell, R. Canales-Ochoa, S. Houk, R. Duarte, J. Atha, S. McClure, E. Jones, S. Du Preez, G. Jelinek, C. Dennis, S. Daniel

Crossland Construction: J. Miller

Attorney: V. Chadick

Press: S. Ryburn

Public:

I. Call to order: The meeting was called to order at 3:59 pm.

II. Minutes: Approve minutes of November 11, 2019: **M. Rice moved to approve; B. Park seconded. No objection.**

III. Reports

A. Key upcoming events: Susan Orlean, author of *The Library Book* will be here for Book Talk at Night, and the League of Women Voters will host a forum for Washington County judicial candidates.

B. Library administration

1. Management reports

a. Performance measures: Despite construction activities, performance measures are strong. Circulation is setting records, and programs are well attended.

b. October-November 2019 strategic plan progress: The first pop-up library (part of the Tyson multicultural initiative grant) reached 150 Tyson employees and resulted in 20 library cards being issued. Tyson's goal is to improve community conditions and increase employee retention. The library's Marketing Department has been re-organized and is in talks with DOXA to refresh the library's brand. A new Instagram account had almost 300 followers in its first week live.

2. Financial reports through November 30, 2019

a. Budget to Actual: Millage revenue is down about \$80,000 from projections – perhaps due to delinquencies which are difficult to predict. However, there will be one more payment before year-end which may reduce this number. Property taxes consist of three components: personal property, real estate, and refunds of excess commissions collected by the treasurer, assessor and collector. There is a growth rate on assessments and, in general, property tax revenue can be fairly well predicted.

b. Balance Sheet: The key number is Total Cash and Investments which is holding steady at \$6.8 million. This is good coverage for a \$4 million budget.

c. Millage Revenue: The assessed value of property in the city of Fayetteville has grown from \$1.2 billion in 2010 to \$1.6 billion in 2019. The change year-over-year has fluctuated from a low of 1.19% this year to a high of 5.23% in 2015. Every three years, there is a state mandated, county wide reassessment; the 2015-2018 time frame reflects the most recent reassessment. Millage revenue is forecasted by computing the assessed value, multiplying by the millage rate of 2.5 and dividing by 1000 to equal \$4.1 million. Assuming a 97% collection rate results in predicted revenue of \$4.018 million and predicted delinquency between \$102,000 and \$180,000. The Library's budget is based on the average of this range.

3. Informational

- a. Expansion update: Furniture selection continues and AV work has begun. Remodeling of the existing administrative wing and joining Blair to the expansion are scheduled to begin in February. These projects will disrupt IT, Tech Services, Administration, and Circulation.
- b. Introduce new staff: Emily Jones and Stacey Mitchell have joined the Youth Services staff, Erin Farrah is the new Volunteer & Outreach Assistant, and Ramonica Duarte is the new HR Manager.
- c. Participation in 2020 census: G. Jelinek will be on the city's Complete Count committee, formed to determine how to get everyone in the city and county counted.

c. Fayetteville Public Library Foundation: The Foundation has hosted six cultivation events which drew 218 people. Annual fundraising continues, there's been an uptick on social media, and Saatchi and Saatchi will provide in-kind marketing.

D. Friends of the Fayetteville Public Library: The Friends raised \$1200 from a lobby book sale.

IV. Old business

A. Approve 2020 budget: **M. Rice moved to approve; H. Garner seconded. All voted AYE.**

V. New business

1. Consent items: **M. Rice moved to approve the consent items below; B. Park seconded; all voted AYE.**

- a. Resolution to approve a contract for AMH system
- b. Resolution to approve a contract with DOXA for graphics
- c. Resolution to true up expansion budget

B. Discussion items

1. Support scholarship applications for Randy Canales-Ochoa and Cassady Murray (moved from consent agenda): **M. Rice moved to approve; B. Park seconded; all voted AYE.**
2. Resolution to transfer \$1.0 million from long-term reserve to Foundation (moved from consent agenda): **M. Rice moved to approve; B. Park seconded; all voted AYE.**
3. Resolution to approve Expansion Change Order 5: Change Order 5 includes all finishes, equipment, plumbing, electrical work, and everything inside of the building. Staff saved \$2 million through value engineering to reduce the change order to \$8 million. Changes made (such as different ceiling and bathroom tile and lower density fabrics) will not degrade quality or be noticeable to the observer. **M. Rice moved to approve the resolution; B. Park seconded. All voted AYE.**

VI. Public Comment

VII. Executive Session: **At 5 pm, M. Rice moved to go into executive session to discuss the executive director's performance evaluation; H. Garner seconded. All voted AYE. At 5:14 pm, M. Rice moved to conclude executive session and return to regular session.**

VIII. Adjournment: **M. Rice moved to adjourn the meeting; B. Park seconded. Meeting adjourned at 5:15 pm.**



Bret Park, Secretary

Date

2/17/2020