Board of Trustees
November 30, 2020 4 pm
AGENDA
Regular Meeting via Zoom

Trustees Present: R. Qualls, B. Park, B. Bagwell, S. Overbey, J. Parry, H. Garner, M Sutherland
Staff Present: D. Johnson, C. Karnatz, W. Fitzgibbon, T. Ball, S. Davis, R. Duarte, S. Palmer, L,
Hazelwood, A. Taylor
Attorney: V. Chadick
Public: M. Rice, S. Ryburn

Our mission is to strengthen our community and empower our citizens through free and public
access to knowledge.

I. Call to order: R. Qualls called the meeting to order at 4:01pm
II. Minutes: Approval of minutes from October 19, 2020: J. Parry approved the minutes
from October 19, 2020. M. Sutherland seconded. All voted AYE.
III. Reports
   A. Upcoming Events: The virtual-only events help FPL stay connected with patrons
      as well as continuing to cultivate relationships with partners such as KUAF.
   B. Library Administration
      1. Management reports: Curbside service continued to be popular; in
         September, 770 patrons used this service, with 3,280 items checked out. This
         increased to 2,358 patrons checking out 7,578 items in October. November
         finished with 2,102 patrons and 7,923 checkouts. Curbside pickup will be
         utilized by FPL in the future after COVID ends.
      2. Financial reports
         a. Budget to actual through October 31, 2020: Revenues have largely
            recovered but are expected to fall $85,000 short due to delinquent
            property tax payments. Charges for services are down, and because the
            library is still closed, the numbers will not increase at the end of the year.
            Expenses are being managed well; 17% of the year remains, with 25% of
            the support services budget and 23% in library services left over. Expect
            to end the year without spending too much more of that money.
         b. Balance sheet as of October 31, 2020: There is $1.9 million in cash and
            investments. The balance sheet balances perfectly.
   3. Informational
a. Library expansion project update: Reminder that the key purpose behind the Observation Reports is to notify the architect partners in Minneapolis of the activities and changes that have taken place in the expansion.
(1) Allison + Partners Observation Report #46
-Photos: https://allarch.box.com/s/f3gkdiwn3yygbz208zjk6cehr4kfu0mm
(2) Allison + Partners Observation Report #47
-Photos: https://allarch.box.com/s/wj3rojairvgi6pu7b77qy8hgcqm903gi
(3) Allison + Partners Observation Report #48
-Photos: https://allarch.box.com/s/lcrjular5ab119qj540v3se4eu3a706r
(4) Allison + Partners Observation Report #49
-Photos: https://allarch.box.com/s/v45wpsm7zixv2xy490zy6c5iqysjed9f
(5) Allison + Partners Observation Report #50
-Photos: https://allarch.box.com/s/fnkh74pgzwusunusvc7goh8q6gnqqinh

b. Expansion schedule: A temporary certificate of occupancy was issued on 11.25, which has allowed staff to move items into the expansion. Around the grounds, the last landscape lighting has been installed. Final plantings will go in before groundwork is shut down for the winter. Art will be hung above entrance on West Avenue. The punch list is being reviewed, and the temporary dust wall on level 300 will come down this week. The new south parking lot will be cleared to stripe the pavement. Most of the furniture has arrived and is currently being installed, more to come next week. All efforts point to opening the first week of January. The City Board of Health issued guidelines for a safe re-opening, and FPL staff is currently in the process of creating a plan accordingly.

c. Art committee report: M. Sutherland will represent the Board of Trustees and A. Taylor will represent FPL on the Art Committee. Of the potential members, O. Trimble has accepted the invitation to join the committee.

d. 2021 budget presentation: Expected revenue for the operating fund is $8 million. It was built under the assumption that the library will be open in a limited capacity for the first 6 months due to the pandemic. All operating millage revenue has been incorporated with no plans to transfer from the IT, Facilities reserves, etc. If this becomes necessary, there is strategy built into the budget. Accounting and HR will be restructured into separate departments, with T. Ball as Director of Accounting and R. Duarte as Director of HR. The budget will be voted on in the December meeting.
e. Donation from Denton and Cathy Seilhan: The couple gave a $1 million pledge to the Capital Campaign, and chose to name the Fiction and Non-Fiction collections.

f. New staff and promotions: L. Yandell, IT Director, is leaving Dec. 4. C. Moody will step in during the interim.

g. Passing of Sammie Willis Ratliff: K. Ratliff, wife of S. Ratliff, was the President of the Friends Board at one time.

C. Fayetteville Public Library Foundation: monthly report: Seven new pledges since last meeting, equaling $1.3 million. There were 13 outright gifts, totaling $14,000. The Campaign will focus on following up on pledges, and anticipate receiving $100,000 at year’s end. The Corporate Committee was reorganized, with M. Urso at the head. A tour is scheduled Friday for some of the McIlroy family.

D. Friends of the Fayetteville Public Library

IV. New business

A. Consent items

1. IMLS Grant: CARES Act budget adjustment: The $287,000 from the IMLS grant paid for the equipment for the 24/7 library, but not the remodeling to accommodate it. A budget adjustment of $42,000 from the Facilities reserves would take care of this. B. Park approved the CARES Act budget adjustment. J. Parry seconded. All voted AYE.

2. R. Qualls recognized D. Johnson for the Information Services Alumnus Award for 2020 from the University of Tennessee, Knoxville (walk-on item).

V. Public Comment: B. Park stated that the new expansion will be a wonderful place for patrons to come to once COVID-19 is over and help the community recover. It will aid in the transition to help Fayetteville’s society feel normal again.

Adjournment: H. Garner moved to adjourn the meeting. All voted AYE. Meeting was adjourned at 4:41pm.