



**Board of Trustees**

November 19, 2018 4 pm

**MINUTES**

Regular Meeting Ann Henry Board Room

Janine Parry, President  
Rob Qualls, Vice-President  
Maylon Rice, Treasurer  
Bret Park, Secretary

Bryn Bagwell  
Hershey Garner  
Sallie Overbey

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

Present: J. Parry, R. Qualls, M. Rice, B. Bagwell, S. Overbey

Absent: B. Parks, H. Garner

Staff present: D. Johnson, W. Fitzgibbon, S. Davis, L. Yandell, C. Moody, G. Jelinek, S. Daniel, S. Palmer, S. Du Preez, B. Fell, S. Walker

Others: V. Chadick, R. McBride

I. Call to order: The meeting was called to order at 4 pm.

II. Minutes: **M. Rice moved to approve the minutes of October 15, 2018; B. Bagwell seconded. All voted AYE.**

III. Reports

A. Library administration

1. Informational

- a. Expansion update: The construction documents are 50% complete. The civil engineering package will be submitted to City Council in December or January.
- b. Review of phased remodel plan: Staff and Crossland have developed a plan using swing spaces to accommodate the various departments as the renovation proceeds. A small house across Mountain Street will be rented for up to two years for office space and storage.
- c. Banking RFP: The library needs a checking account to segregate expansion funds; 12 banks appear to be interested in submitting an RFP.
- d. Review of in-service day: Becky Paneitz spoke on organization change, Joe Dutra trained on a Librarian's Guide to Homelessness, D. Johnson reviewed the expansion, and the American Heart Association trained staff on CPR.
- e. Results of food-for-fees: Staff waived \$1900 in overdue fees, patrons paid replacement costs of about \$1600, and 74 billed items were returned. Over 2500 pounds of food as well as turkeys left over from the Books and Bites program were donated to CEO.

IV. Old business

V. New business

A. Discussion items

1. Reschedule December Board of Trustees meeting to December 10: **M. Rice moved to reschedule the December meeting to December 10, 2018; B. Bagwell seconded. All voted AYE.**
2. Approve a lease for offsite space: **M. Rice moved to approve a lease agreement with Best Places Reality substantially similar to the one in the packet; R. Qualls seconded. All voted AYE.**  
*(per legal advice, "substantially similar" to correct a date issue in the lease)*
3. 2019 Budget: The proposed budget is balanced with a \$774,000 transfer from the expansion reserve. It allows for adding 3.85 expansion-related FTEs. Multiple budget

reductions affected all departments, but patron services were largely maintained. To lessen the effect of budget cuts, the board will be asked to reallocate money unspent in 2018 (approximately \$150,000-\$210,000).

Long-term maintenance, particularly of facilities and IT, is a high priority. When the time comes, a new roof and roof top units will cost about \$850,000. Replacement lighting for Blair Library – to match that planned for the expansion – will be installed over 10 years at a cost of \$1.1 million. However, because not enough was set aside in the early years after Blair Library opened, the facility reserve for maintenance stands at just \$483,000. As a result, we are attempting to fund a 20 year expense in just 5-7 years requiring approximately \$330,000 annually. The budget can only provide about \$100,000 yearly. This means that if the roof and roof top units for AC cease working, additional money will need to be found.

Once the expansion's final construction cost is known, the facility replacement cost will be incorporated into the schedule. The impact is likely to be lessened because FPL will have a longer timeframe to set money back for eventual replacements. An option available to a future Board of Trustees is to ask to rededicate the bond issue for maintenance purposes. This could be considered in 2028-2030. Another option is to use the land left over after the expansion to generate revenue.

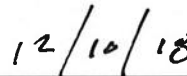
The minimum wage increase is factored into this budget. The impact increases from \$23,000 in 2019 to \$125,000 by 2021.

VI. Public Comment

VII. Adjournment: **B. Bagwell moved to adjourn the meeting; M. Rice seconded. All voted AYE. Meeting adjourned at 5:04 pm.**



Bret Park, Secretary



Date