



**Board of Trustees**

February 19, 2018 4:00 pm

**AGENDA**

Regular Meeting Ann Henry Board Room

Trustees Present: Hershey Garner, Janine Parry, Maylon Rice, Rob Qualls, Suzanne Clark, Bret Park, Bryn Bagwell

Staff Present: D. Johnson, W. Fitzgibbon, S. Litzinger, S. Davis, L. Yandell, S. Palmer, L. Greenwood, C. Moody, C. Dennis, S. Daniel

Others: Lindsey C. Pesek for Vince Chadick, Jerry Overton, unknown citizen

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

I. Call to order: H. Garner called the meeting to order at 4 pm.

II. Approval of minutes of December 18, 2017: Approved by acclamation.

III. Reports

A. Upcoming events: Irish Dancers, Young Meteorologist Program and author Colson Whitehead

B. Library administration

1. Management reports

a. Performance measures: Bandwidth consumed is a new metric that better reflects the amount of service provided by FPL. The previous metric, session time, does not reflect the fact that as speed increases, the amount of time used goes down. January visits may be down due to cold weather or the lack of a big-name speaker.

b. Strategic plan progress – CSPAN worked through the library to formulate its program on Fayetteville. The Accounting and HR Department has a new budget administrator, and Facilities will be filling a new position for an Operations Assistant.

2. Financial reports

a. Budget to actual through December 31, 2017: Library and support services expenses are under budget by \$82,503; this will change due to year-end accruals. The Expansion Fund has a surplus of \$292,147. The Long Term Reserve has \$586,698, the Facility Reserve has \$45,578, and the Furniture & Equipment Reserve has \$27,893. The IT Reserve spent \$122,708.

b. Budget to actual through January 31, 2018: Local tax support in January totaled \$111,338; some went to debt service and the rest to operating expenses.

3. Informational

a. Library expansion update: While cold weather has slowed asbestos abatement (it reduces the ability to create negative pressure) the project will be finished on time by the end of February. FPL, the City, and Crossland Construction will develop bid documents for demolition and site preparation, which will commence in late June or early July. Floor plans are being finalized and architectural renderings are expected by the time of the architects' next visit on March 5-6. The capital campaign is progressing with the development of several promotional pieces. A groundbreaking ceremony will be held at the completion of site preparation. The Board will meet with the architects on March 5 at 4 pm.

b. Audit timeline: BKD auditors will be on site during the first two weeks in April.

- c. New position updates: B. Fell has been hired as a budget administrator and the Facilities Department has selected a candidate for Operations Assistant. Assistant Managers for Youth Services and Adult Services will be hired in the second quarter.

IV. Old Business

V. New Business

A. Consent items: M. Rice moved to approve revisions to policies on appointments and bereavement pay as requested by staff; S. Clark seconded. No objection.

B. Discussion items

1. Budget roll forwards: Staff recommends rolling forward money for True Lit, the HVAC project, the CCTV expansion, bins for the conveyor system, digital signs, and Baker and Taylor's Automatically Yours subscription which provides the new releases that keep the holds list down. Also requested to roll forward is \$14,000 to pay sales tax on newly taxable eBooks and to build up reserves for IT, Facilities, and Furniture & Equipment. M. Rice moved to approve the roll forward list as requested; J. Parry seconded. No objection.

2. Staff in-service on Veterans' Day: S. Clark moved to approve closing the library on Veterans' Day to hold a staff in-service; B. Bagwell seconded. No objection.

3. Schedule board retreat – D. Johnson will schedule a half-day board retreat on community advocacy, probably within the next six weeks.

VI. Public Comment

VII. Adjournment: Meeting adjourned at 5 pm.



Rob Qualls, Secretary

4/23/18

Date