

Fayetteville Public Library  
Board of Trustees Regular Meeting  
April 20, 2015, 4 pm, Ann Henry Board Room  
Minutes  
Prepared by S. Daniel, Office Manager

Library Trustees present: K. Agee, B. Boudreaux, M. Rice, S. Clark, S. Graham, H. Garner and J. Parry  
Staff present: D. Johnson, S. Foley, S. Daniel, S. Davis, L. Greenwood, S. Houk, J. Atha, L. Yandell, B. Hoyt, G. Jelinek, and S. Palmer  
Press: Joel Walsh  
Others: Judge William Storey, V. Chadick, W. Marley, C. Burns

- I. Call to Order: President K. Agee called the meeting to order at 4 pm.
- II. Swearing in of Maylon Rice by Judge William Storey. Judge Storey administered the oath of office.
- III. Minutes: **M. Rice moved to approve the minutes of the March 2015 regular meeting; B. Boudreaux seconded. All voted AYE.**
- IV. Reports
  - A. Management Reports
    - i. Key upcoming events: Miller Williams' memorial service will be Sunday, April 26. David Slawson, a nationally recognized landscape architect, is scheduled for May 12 as part of the TRY FPL series. Peter Coyote will be here Friday, May 1 and Summer Reading kicks off Saturday, May 30.
    - ii. Oct-Nov Strategic Plan update: FPL offers programming for all ages including robotics, beekeeping, and Chinese language classes. In February and March the study rooms checked out 905 times. Staff has implemented another eBook platform, 3M. L. Greenwood worked with NOAA to produce a young meteorologist festival that drew over 250 participants. Bob Woodward drew a crowd of 450; 168 attended the private reception.
    - iii. Quarterly Performance measures: While digital check-outs are growing quickly, print book check-outs are declining, reflecting a national trend.
  - B. Financial Reports
    - i. This is the first financial statement produced by the new software. Departments are within budget. A balance sheet will be available once 5 years of financial history are entered. All management staff have an interactive dashboard showing their budgets and expenses as they occur. To replace the cut in state aid (\$28,000), Charlie Collins is helping FPL get \$30,000 in GIF funds. The grant request will be out later this week; staff will provide board members with a copy when completed.
- V. Old business
  - A. Long-Term Revenue Committee update: Staff is providing scenarios of what can be raised/saved for a final committee meeting on April 28, 2016. Recommendations will be given to the Board of Trustees at a special meeting in May – date to be determined.
  - B. City Hospital Update: V. Chadick noted Judge Beaumont's decision has been appealed. The appeal process could take from 6-18 months. FPL is trying to reach a lease agreement (including a liability policy) to be able to use the City Hospital parking lot for library events.
- VI. New Business
  - A. Audit: C. Burns of BKD noted FPL received an unmodified opinion - the best possible. The Management Discussion and Analysis summarizes the events of 2014 – one of which is the decrease in earnings on investments because \$2 million was liquidated in anticipation of purchasing City Hospital. The income statement shows the governmental fund had a net increase of almost \$150,000, but depreciation results in a loss of approximately \$220,000. The budgetary schedule on page 8 details revenues and expenditures. Staff is following board approved guidelines; spending was approximately \$100,000 less than what was budgeted. The governmental fund operated at a net loss of \$351,000 for the year. BKD did not propose any audit adjustments. **M. Rice moved to accept the audit; H. Garner seconded. All voted AYE.**
  - B. PTO Cash-Out: The 2012 audit noted an excess of accrued PTO. Were everyone to have cashed out at one time, it would have debilitated library finances. A transitional cash-out policy brought down the accrued balances, and now the maximum accrual is 320 hours. It remains policy that staff can cash out 50 hours per year. There is no money in the budget for this, and in light of our current fiscal situation, staff is recommending suspending cash-outs from May 1, 2015 through April 30, 2016 at which time the policy would be reevaluated. This does not apply to employees terminating in good standing. **M. Rice moved to suspend the PTO cash out policy from May 1, 2015 through April 30, 2016 and to re-evaluate the policy at the end of this period; S. Clark seconded. All voted AYE.**
  - C. Appointment of Nominating Committee for Officers: K. Agee appointed S. Clark and M. Rice to the nominating committee. The committee will report its nominees at the June board meeting.

- D. Possible fraud hotline: According to BKD, about 5% of money lost by entities, including governmental entities, is due to fraud. A hotline has been shown to be one of the best ways to combat fraud. Library staff will investigate what other libraries do.
- E. Summer Reading Club: L. Greenwood reported theme to be super heroes with capes and T-shirts to read "Unmasked." Youth and teen librarians will visit all schools beginning next week. Last summer, 18, 176 people attended SRC programs. A total of almost 5000 participants of all ages registered to participate. The website will go live May 1. Trout fishing in America will be the finale. A \$9000 grant from the AR Arts Council will fund an artist in residence. First Security Bank will underwrite Books and Bites, a program that addresses food insecurity. Staff may contact Marvel Comics about participation in SRC. Businesses in Fayetteville have been generous in supporting SRC year after year. This year, the Parks family donated \$25,000.
- F. Sole source for tent repair: FPL acquired a storm damaged tent from the Farmers' Market. Staff have been seeking competitive bids to repair the tent for use throughout the summer, but have not been successful as no one vendor has been willing to take on all aspects of the project. **H. Garner moved to waive the requirement for competitive bidding; M. Rice seconded. All voted AYE.**
- G. M. Rice moved to provide FPL staff with a 3.75% across the board raise consistent with city plans; B. Boudreaux seconded. Following discussion, M. Rice requested the motion be tabled until the board meets in May.

VII. Public Comment

VIII. Adjournment: **J. Parry moved to adjourn; H. Garner seconded. All voted AYE. Meeting adjourned at 5:10 p.m.**

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Janine Parry, Secretary

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Date

6/15/15