

Fayetteville Public Library
Board of Trustees Regular Meeting
June 20, 2011
Minutes
Prepared by S. Daniel, Office Manager

Board Members present: L. Brewer, D. Ferritor, M. Malone, S. Clark, M. Rice, K. Agee and E. Jordan. Staff present: S. Thorup, L. Speer, C. Rew, S. Foley, and S. Daniel. Others: Beverly Bassett Schaffer; Kim Ratliff, President of the Friends of the Fayetteville Public Library Board; Tony Uth, Secretary/Treasurer of the Fayetteville Public Library Foundation Board; and Andy Richardson, BKD.

- I. The Board of Trustees meeting was called to order at 4:03 p.m. by L. Brewer. With permission of the board, 2 agenda items were added: II. Special Presentation and VI.C.) 2012 Budget.
- II. **Special Presentation:** In recognition of Beverly Bassett Schaffer's 3 terms of service on the board of trustees, she was presented with a framed photo of FPL.
- III. **Approval of Minutes: D. Ferritor moved to approve minutes from the April 18, 2011 meeting. M. Rice seconded. All voted aye.**
- IV. **Reports. A.) Audit Report.** Andy Richardson of BKD reviewed the 2010 audit noting consistent numbers and stable library operation. The report noted 2 challenges for the Foundation: establishing separate donation records for FPL, the Foundation and the Friends, and reporting for the NEH grant. The auditors pronounced the financial statements clean and unqualified requiring no restatements or prior period adjustments and nothing to emphasize or modify. Management analysis found no significant changes from previous years. **M. Rice moved to accept the audit report. D. Ferritor seconded. All voted aye. B.) Management Reports. 1.) Key Upcoming Events - L. Speer** noted that author Gloyd McCoy will be speaking on July 31 and the campaign to gather 2500 books for 2500 kids is ongoing. **2.) April-May Strategic Plan Progress - S. Thorup** noted that teen programming is up and, for the first time ever, there are waiting lists. FPL is forming many partnerships with groups in the community, including TheatreSquared and WAC. Life Styles named FPL its Employer of the Year and Altrusa gave FPL its environmental award for the solar test bed project. **3.) May 2011 Performance Measures – S. Thorup** reported circulation is up almost 20%. Collection size is down because the reference collection was trimmed to make space for the teen expansion and the Operations Team has been cleaning up the catalog to accurately reflect the actual collection. **4.) Chart of the meeting – FPL Facebook Insights, May 2011:** Females ages 25-34 are predominant users. **C.) Financial Reports.** C. Rew noted lines over budget are due to paying for large projects such as the teen expansion. Salaries and wages are slightly over because departing employees took accrued vacation and sick leave.
- V. **Old Business. A.) Nominating Committee: Election of Officers:** Recommendations are: S. Clark for President, E. Jordan for Vice-President, M. Rice for Treasurer and K. Agee for Secretary. **D. Ferritor moved to accept the slate and elect the officers by affirmation. M Rice seconded. All voted aye.**
- VI. **New Business: A.) Accept and Appropriate Grant Funds:** FPL received a grant from ALA for Civil War sesquicentennial programming with a scholar-led reading and discussion series. **M. Rice moved to accept the grant and allocate it per the staff recommendation. M. Malone seconded. All voted aye. B.) Policy FP: Budget Preparation, Adjustments and Amendments: M. Rice moved to adopt the proposed policy; S. Clark seconded. All voted aye.** Per M. Rice's suggestion, a copy will be forwarded to the city for informational purposes. **C.) 2012 Budget:** C. Rew distributed a proposed budget worksheet for 2012 that reflects a \$100,000 decrease in funding. While other revenue is declining, the City is planning to allocate the same amount of money as last year to FPL. Thorup explained the reduced income is being treated as an opportunity to review all work processes for efficiencies and improvements that would better serve the community. This review involves the entire management team using the strategic plan as basis for all evaluation. **D.) Staff Presentation: Summer Reading Club:** L. Greenwood, Manager of Youth Services, explained SRP program. Two calendars have been widely distributed, one for preschool and elementary, the other for teens. Registrants are already almost as high as last year's total. About 425 came to the SRP kickoff.
- VII. **Adjournment: D. Ferritor moved to adjourn; M. Rice seconded. All voted aye. Meeting adjourned at 5:32 p.m.**

Lin Agee