

Fayetteville Public Library
Board of Trustees Regular Meeting
August 21, 2013, 5 pm
Minutes
Prepared by S. Daniel, Office Manager

Board members present: C. Adams, K. Agee, B. Boudreaux, S. Clark, S. Graham, and M. Rice. Board members absent: E. Jordan. Staff present: D. Johnson, S. Davis, S. Foley, S. Houk, D. Wax, H. Robideaux, W. Fitzgibbon, L. Yandell, L. Greenwood, B. Holt, S. Palmer, J. Atha and S. Daniel. Press: T. Hernandez (NWA Times), Todd Gill (Fayetteville Flyer), Others: Vince Chadick

- I. The Board of Trustees meeting was called to order at 5:00 pm by K. Agee.
M. Rice moved to first discuss items IV.B and IV.C of the agenda. S. Clark seconded. All voted AYE.
- II. (Item IV) City Hospital: Given V. Chadick's memo outlining restrictions on the use of library funds for the purchase of City Hospital, an alternative funding plan has been submitted to the Foundation for its review. While the library has sufficient funds, due diligence requires funds be spent correctly. The Stone Family, when gifting the land for City Hospital in 1909, envisioned the property would someday be sold; thus their gift contained a right of reversion requiring the land return to the family or that any sale proceeds be spent on the city's hospital. V. Chadick will work with Washington Regional's attorney, Tom Olmstead, to complete the terms of the sale. When the terms of the sale are clarified, the library will receive clear title with an appropriate warranty. At this early juncture, the library cannot identify specific naming opportunities but is committed to working with both the Stone Family and Washington Regional to identify opportunities suitable to both. While the library's bid included a 60 day time frame for closing, extra time may be necessary and the library will grant extra time. FPL will be meeting with the Foundation Board soon and is confident the Foundation will assist the library in meeting its financing needs.
- III. 2030 Master Plan: D. Johnson noted it will be necessary for the Trustees to approve the master plan. Because some board members have not yet read the entire plan, a special meeting – probably in September – may be necessary. **M. Rice moved to follow the original 60 day timeline established in the library's bid to purchase and adhere to the financing plan approved by the Foundation. S. Clark seconded. All voted AYE.** After the Foundation's plan has been developed, D. Johnson will forward it to FPL trustees and schedule a meeting for formal review, discussion and approval.
- IV. Minutes
 - A. Approval of minutes:
 1. Minutes of June 24, 2013: **M. Rice moved to approve; B. Boudreaux seconded. All voted AYE.**
 2. Minutes of July 22, 2013: **M. Rice moved to approve; S. Clark seconded. All voted AYE**
- V. Reports
 - A. Management reports
 1. Key upcoming events: D. Johnson highlighted the Roots Festival, additional showings of the Levon Helm documentary, Tales of the South, and Fayetteville's first annual Literary Festival (True Lit) positioned to grow into a regional destination festival.
 2. June-July 2013 Strategic Plan Progress Report: D. Johnson commended the staff for keeping the strategic plan at the forefront of its activities. Materials purchasing has been modulated throughout the year to avoid spikes and get new items on the shelf sooner as these are the items that circulate best. Outreach is taking advantage of all opportunities to bring the library to the public.
 3. June-July 2013 Performance Measures: Total circulation is up 4.7%; the digital population has been embraced by other-than-early adopters. With each promotional effort, there's a resulting spike in use. Reference queries are down, perhaps because we are doing a good job getting information out to people. The total collection and the digital collection are both growing. The new security gates are up and working; stats will be included in the next report. Volunteer hours are cyclical and work driven. When the library has large projects/events, volunteer hours climb. Computer sessions are following the national trend: patrons are logging in less to the library's computers but are increasingly using the library's WiFi to connect with their mobile devices.
 4. Summer Reading Program Statistics: L. Greenwood noted overall program attendance climbed by 1000 over last year. The adult summer reading club, concluding its second year, exceeded its participation goal of 500.
 - B. Financial reports
 1. Investments stand at \$3.831 million and total current assets at \$5.135 million. Total liabilities, mostly payroll, stand at \$235,000. The fund balance, current year net is -\$232,000 as we have

used that amount of reserves. Revenues YTD stand at \$2,077,000; the bulk of our revenues come in October. Of the \$716,000 materials budget, \$322,000 has been spent. IT is behind its YTD number but large expenditures are anticipated by year end. The Schwab accounts have a combined \$2.5 million; we need to keep about \$1.5 in reserves so we have \$1 million in library funds available to purchase City Hospital Property. For every million invested in the Foundation's accounts, about \$35,000 is transferred annually to FPL.

VI. Old business

- A. Blackbaud Update: S. Foley and M. Burdette have completed half their training in Blackbaud's Raisers Edge; S. Davis and S. Daniel will begin training on Financial Edge in early September. Staff, based on experience running Blair Library, is developing O&M budgets for 7 expansion scenarios. Anders Dahlgren is also developing an O&M budget based on the master plan's data. Both budgets are integral to estimating O&M costs for the City Council.
- B. City Hospital Financing Plan: Moved to top of agenda.
- C. 2030 Master Plan next steps: Moved to top of agenda

VII. New business

- A. Confirmation of Foundation Officers: **M. Rice moved to ratify the officers presented by the Foundation; S. Clark seconded. All voted AYE.** Officers are William Jackson Butt II for President, Sallie Overbey for Vice-President and Brock Gearhart for Secretary/Treasurer. Resolution made part of minutes.
- B. Approval of new marketing and PR position: The position of the Director of Operations has not been filled. The library is proposing using some of these salary savings for a social media specialist. Social media requires a rapid response and a new position will allow FPL to stay nimble and free up time for the Manager of Marketing and the Director of IT. **M. Rice moved to approve the recommendation; C. Adams seconded. All voted AYE.**
- C. Retirement planning sessions: S. Davis noted the Bank of Oklahoma reviewed our retirement plan; it is the same plan used by the city. Earlier in the year, a certified financial planner met one-on-one with staff members to review their plans
- D. Health Insurance Options: D. Johnson reviewed the city's plans for health insurance; it is switching to BCBS and experiencing a 37% premium increase. Our options are to continue to piggy-back the city, go out on our own to see what we would be charged as a discrete group in the hope our premium would be lower, and look at the Arkansas Exchange as it becomes available.

VIII. Adjournment: **M. Rice moved to adjourn; S. Clark seconded. All voted AYE.** Meeting adjourned at 5:56 pm.