

Fayetteville Public Library
Board of Trustees Regular Meeting
April 15, 2013, 4 pm
Minutes
Prepared by S. Daniel, Office Manager

Board members present: K. Agee, B. Boudreaux, S. Graham, E. Jordan, and M. Rice. Board members absent: S. Clark. Staff present: D. Johnson, S. Davis, S. Foley, L. Yandell, L. Greenwood, S. Palmer and S. Daniel. Others: Cynthia Burns and Andy Richards of BKD.
Press: Joel Walsh

- I. The Board of Trustees meeting was called to order at 4:00 pm by E. Jordan.
- II. Minutes
 - A. Approval of minutes:
 1. **Minutes of February 18, 2013: M. Rice moved to approve; B. Boudreaux seconded. All voted AYE.**
- III. Reports
 - A. Management reports
 1. Key upcoming events: D. Johnson noted the Fes Orchestra, several documentary films and a public reading of Martin Luther King's letter from Birmingham Jail.
 2. Strategic Plan Progress Report: D. Johnson highlighted large attendance during spring break programming and the Lego Club with 90 participants. FPL has signed with Zinio, a provider of digital magazines. We are continuing our partnership with First Thursdays and with FHS honor students who tutor twice a week. Kindergarten tours have started, and planning continues on the Literary Festival. The cork floor behind the circulation desk has been replaced with terrazzo and the new patron counters/security gates have been installed. A P&G grant will pay for Reading Road Show.
 3. February-March Performance Measures: D. Johnson noted circulation is increasing, both print and digital. Staff will be working with FHS administration to increase awareness of all the services the library offers. Inactive cardholders have been purged, so that number appears low. Program attendance is down, probably because events are too crowded and parking has become an issue.
 - B. Financial reports
 1. Balance Sheet as of March 31, 2013: S. Davis reported cash in investments of almost \$4.1 million.
 2. Budget to Actual as of March 31, 2013: Most categories are below budget. Vacation Time Used is high because we implemented the buyout of excess PTO and sick leave per board-approved policy.
- IV. Old business
 - A. Audit: **M. Rice moved to accept the audit; B. Boudreaux seconded. All voted AYE.** A. Richards observed the audit process improved over past years as information was organized and timely. Internal controls have improved. M. Rice noted budget information is readily available to managers and commended S. Davis.
 - B. Financial Software Update: Five companies have submitted responses to the RFP. Cost is estimated to be \$80,000-\$90,000. We have applied for a Sturgis grant for \$85,000 and will be notified by June 30.
 - C. Space Needs Analysis Update: Architect Jeff Scherer completed several input sessions both public and internal. Some public sessions were poorly attended, perhaps because the public perceives the library as doing a good job. Scherer will return in May, perhaps with a draft plan which would likely increase public interest and participation. A final round of public input sessions will be in August. It may be hard to raise money for an expansion given public perception that everything is going well. There is a need to promote the performance statistics and educate the public about the limitations of the current space.
- V. New business
 - A. City Hospital RFP: Washington Regional Hospital is soliciting offers, due 4.19.13, on several properties including City Hospital. Because FPL's space planning effort is just beginning, the library is not in a position to make an offer of any kind. **M. Rice moved to submit our space needs assessment process to Washington Regional with a cover letter indicating the October 2013 conclusion at which point FPL would have a better idea of future plans and perhaps be interested in the City Hospital property; B. Boudreaux seconded. All voted AYE.**
 - B. Gov Deals: S. Palmer explained that, like the city, the library is using GovDeals to liquidate items no longer being used. Fair and efficient, the process encourages local purchasing and addresses an earlier audit finding that the library lacked a process for equitable disposal of assets. FPL will draft an asset disposal policy and a policy for accepting, using, and disposing donated items.
 - C. Appointment of nominating committee: S. Clark, E. Jordan, B. Boudreaux and S. Graham will comprise the nominating committee.

- D. Merit Raise Recommendation: D. Johnson explained this year's raises, to be effective with the April pay period, will be based on performance evaluations. Managers will determine percent increases for their staff subject to the executive director's final approval. The amount available is \$78,000. **M. Rice moved to accept the staff recommendation; B. Boudreaux seconded. All voted AYE.**
- E. **M. Rice moved to have staff prepare a Resolution of Commendation to be sent to District Judge Rudy Moore's family. B. Boudreaux seconded. All voted AYE.**

VI. Adjournment: **M. Rice moved to adjourn, BB seconded. All voted AYE.** Meeting adjourned at 4:47 pm.

*CC Aye
6/21/13*