

Fayetteville Public Library
Board of Trustees Regular Meeting
June 11, 2012, 4 pm
Minutes
Prepared by S. Daniel, Office Manager

Board members present: K. Agee, B. Boudreaux, S. Clark, D. Ferritor, S. Graham, E. Jordan and M. Rice. Staff present: D. Johnson, L. Speer, S. Foley, S. Palmer, L. Yandell, S. Houk, B. Holt, L. Greenwood, and S. Daniel. Others: T. Hernandez of NWA Times.

- I. The Board of Trustees meeting was called to order at 4 pm by S. Clark.
- II. Special presentation: Lynn Yandell was presented with a plaque in honor of his work with Library Journal. Standing ovation.
- III. Minutes of 4.16.12: **D. Ferritor moved to approve the minutes of 4.16.12; B. Boudreaux seconded. All voted AYE.**
- IV. Reports
 - A. Management Reports
 1. Key upcoming events: L. Speer highlighted 3 adult programs: Ancient Greeks, Modern Lives, Meet the Funders, and Cover to Cover. Children's programming includes Sweet Dreams Tea Parties and teen programming features Teen Talent Mash-Up. Registrants in the Summer Reading Program's first week exceed last year's concluding numbers.
 2. April-May strategic plan progress: D. Johnson noted the "Healthy Habits" program for staff (led by S. Palmer) and the creation of career paths for Adult Services and Youth Services. C. Walsh completed the Chamber of Commerce Leadership Class. All librarians have been issued iPads to better assist patrons.
 3. April-May performance measures: All key metrics are tracking well. Patron visits are up 6.5%, new card registrations are up 13%, and program attendance is up 45%. Demand for digital material is high; however, publishing houses are in transition and FPL intends to wait for clarity before investing in any one format.
 - B. Financial Reports:
 1. S. Davis noted the new reporting format drawn entirely from QuickBooks to reduce the chance of error, a restructured chart of accounts based on GASB, and the switch from accrual to cash basis accounting. Income is \$19,000 over budget. Salaries and wages are under budget due to a roll forward from last year and staff vacancies. Office supplies show as over budget, possibly due to costs being captured in the wrong budget line. The building and grounds line is over budget, but overall maintenance costs are on target. Transfers show how we are getting our financial support.
- V. Old business
 - A. Nominating Committee Report: Nominated are S. Clark for President, L. Jordan for Vice-President, M. Rice for Treasurer and K. Agee for Secretary. **M. Rice moved to approve this slate of officers; D. Ferritor seconded. All voted AYE.**
- VI. New Business
 - A. GiftWorks: FPL's new financial software has most of the functionality of GiftWorks - with the exception of the volunteer component. It may be possible to keep donor records (over 6500 files) in the financial software which provides more security and is preferable from an auditing standpoint. S. Foley is evaluating.
 - B. New accounting software and budget format changes: FPL has purchased QuickBooks Enterprise Edition for nonprofits.
 - C. Annual Report: S. Foley noted that content is complete; FPL is working with DOXA on the design.
 - D. NEH update: S. Foley noted the July 31, 2012 deadline to raise the remaining \$233,053.07. NEH will extend the deadline for outstanding pledges one year at a time. Defaulted pledges have increased the total to be raised by \$49,300.
 - E. Gala premiere closing: D. Johnson noted the need to completely clear the mag/media area and provide the audio visual company with time to set up. Staff recommends closing on October 19th to make these preparations. **M. Rice moved to close the library with staff present and paid; B. Boudreaux seconded. All voted AYE.**
 - F. Accept and appropriate grant and donation funds: **M. Rice moved to accept the Schmieding and AR Heritage grants into the FPL budget; B. Boudreaux seconded. All voted AYE.** The A&P grant went to the Foundation.
 - G. Approve \$334,980 transfer from city into FPL budget: S. Davis noted the Board was not informed of this transfer and had never approved it. **M. Rice moved to approve the transfer; D. Ferritor second. All voted AYE.**
 - H. Benefits brokerage change: D. Johnson explained the city, seeking more leverage with health care providers, changed from Stephens to Gallagher – a much larger group – for brokering its benefits. FPL will benefit by following suit. **M. Rice moved to approve the change, under a formal contract, to Gallagher; B. Boudreaux seconded. All voted AYE.**
 - I. Updating records with financial institutions: D. Johnson noted the need for minutes designating which board members may sign checks. **M. Rice moved to authorize S. Clark, E. Jordan, M. Rice and K. Agee to sign library issued checks and, further, to authorize S. Davis to have viewing access to library accounts; B. Boudreaux seconded. All voted AYE.**
 - J. Retirement plan changes: In its annual review, the Bank of Oklahoma offered several enhancements: online enrollment, online management of investment choices, and an option for automatic re-balancing of investments. Further, FPL seeks

to make participation in the retirement plan automatic upon hire, with opting out an option. **M. Rice moved to accept the staff recommendation; K. Agee seconded. All voted AYE.**

- K. Bank of Fayetteville CD: S. Davis noted a \$102,000 CD at the Bank of Fayetteville receives ¼% interest. Staff recommends moving this money to Garrison where our average rate of return is 4%. **M. Rice moved to accept the staff recommendation; D. Ferritor seconded. All voted AYE.**
 - L. Dunaway estate: D. Johnson noted Mrs. Dunaway left her estate to FPL and St. Paul's Episcopal Church. The sale value of her home may not have been appropriate and a law suit filed by Jack Butt is moving forward to address this.
 - M. D. Johnson has been appointed by the Governor to the AR Broadband Advisory Council for a two year term.
 - N. B. Boudreaux inquired how the Foundation addressed the related party issue in its audit. BKD has not presented its audit of the Foundation; it will do so at the Foundation's next meeting on July 16th.
- VII. Executive Session: B. Boudreaux moved to enter into executive session to conduct a 3-month performance review of the executive director; M. Rice seconded. All voted AYE.** Executive session began at 5:03 pm. **M. Rice moved to come out of executive session and return to regular session; K. Agee seconded. All voted AYE.** Regular session recommenced at 5:31 pm. S. Clark announced a performance evaluation had been completed; no action required.
- VIII. Adjournment: D. Ferritor moved to adjourn; M. Rice seconded. All voted AYE.** Meeting adjourned at 5:33 pm.

A handwritten signature in blue ink, reading "Suzanne Clark". The signature is written in a cursive style and is positioned diagonally on the page.