

Fayetteville Public Library
Board of Trustees Regular Meeting
June 24, 2013, 4 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, L. Yandell, L. Greenwood, B. Holt, S. Palmer and S. Daniel. Press: Joel Walsh

- I. The Board of Trustees meeting was called to order at 4:00 pm by S. Clark.
- II. Swearing in of new board member: Judge David Stewart swore in Charles Adams for a 5 year term to expire 4.1.2018. He replaces Dan Ferritor.
- III. Minutes
 - A. Approval of minutes:
 1. Minutes of April 15, 2013: **M. Rice moved to approve; B. Boudreaux seconded. All voted AYE.**
- IV. Reports
 - A. Management reports
 1. Key upcoming events: D. Johnson distributed the Summer Reading Calendars and noted that opening day attracted over 1300 people.
 2. Strategic Plan Progress Report: D. Johnson highlighted Dave Barry's appearance that drew 600 and a book signing and reception for Randall Woods. The Friends of FPL helped purchase Zinio, a service that provides free downloadable magazines and is being used even more extensively than Freegal, the free music download service. New people counters went live April 8th; software issues should be fixed within the week.
 3. February-March Performance Measures: D. Johnson noted circulation is up, both physical and digital. Numbers for meeting room use represent individual public meetings.
 - B. Financial reports
 1. S. Davis noted revenues are tracking well, with one exception. County millage is over projections by \$63,000. If patterns of previous years hold, we could receive more money from the county than last year. We have not yet drawn any money from the FINRA grant, but funds are available within Foundation accounts and curriculum planning is on track. YTD expenses on personnel are below budget due to a position vacancy. Some of that money has been used to establish an assistant manager position in tech services. Library materials and programming are running behind but as the summer progresses that number will catch up. Many technology projects are planned for later in the year. The balance sheet shows cash in investments of \$4.2 million; liabilities consist of long term accrued expenses associated with employees.
- V. Old business
 - A. Nominating Committee: Nominated are: K. Agee for president, E. Jordan for vice-president, M. Rice for treasurer, and B. Boudreaux for secretary. **D. Adams moved to approve the slate of candidates; S. Graham seconded. All voted AYE.** Meeting continued with K. Agee as chair. The new president thanked S. Clark and D. Johnson for exceptional service to FPL.
 - B. Space Needs Analysis Update: The first draft of a new master plan has been submitted. Architect J. Scherer noted FPL's extensive data resources make planning faster and decisions fact-based. Consistent with national trends, FPL's print collection is tending to plateau while non print is growing rapidly. Meeting space is in high demand both nationally and in Fayetteville. An internal staff report detailed a pronounced lack of community meeting space. Scherer projects an additional 67,000 square feet are necessary to meet FPL's needs for the next 20 years. Washington Regional's property on School Street, home to the former City Hospital, is a possible location for expansion. While Washington Regional's Board is generally supportive of FPL acquiring this land and will slow its decision making to an extent, it cannot wait until October when the final master plan is scheduled for completion, nor can it ignore its fiduciary responsibility. **M. Rice moved to request J. Scherer to produce a refined draft master plan by July 15 with a special FPL Board of Trustees meeting to follow on July 22 to emphasize to the Washington Regional Board that FPL is moving with haste to assemble the documents that will ensure its viability as a bidder. S. Clark seconded. All voted AYE.**

FPL expects the results of an independent appraisal of the property the week of July 8, 2013. While the cost of razing the building is largely unknown we have been advised the likely cost is estimated to be approximately \$100,000. The extent of asbestos contamination is unclear; precious metals – common in medical facilities – may offset some/all of the cost of demolition.

- C. Accounting and Donor Software Update: S. Davis noted that upgrading both the accounting and donor software, more cost effective than sequential installation of each component, will require \$111,000 total and a budget adjustment of \$66,000. **B. Boudreaux moved to approve a budget adjustment of \$66,000 for 2013 to purchase and install both components of the software; M. Rice seconded. All voted AYE.** We anticipate receiving some portion, if not all, of a Sturgis grant (\$85,000 requested).
- D. FINRA grant: D. Johnson noted we are partnering with several external agencies to build financial planning curricula that will be taught beginning in September 2013.
- E. Security Gates Update: L. Yandell noted the browser based software has improved workflow for the Welcome and Circulation Desks.

VI. New business

- A. 2014 Health Care Summary: FPL's insurance is affordable under PPACA so we are not liable for penalties. However we may have employees who use the exchanges if more affordable. Gallagher Benefit Services is assisting FPL in navigating the new legislation.
- B. Marketing Update: B. Holt noted the new calendar format for summer reading with exceptional art by S. Fitzgibbon; 4000 children and 600 adults have registered. The space needs survey received 784 responses which will be summarized in the next draft of the master plan. The Friends of FPL have been instrumental in supporting the Literary Festival and work is proceeding on logo development for the FINRA program.
- C. Audio System ROI: L. Yandell commended Chris Moody as a professional audio manager who wisely selected premium equipment for FPL - equipment that has already paid for itself during this year's events.
- D. Job Description and Salary Survey: Most job descriptions have been completed; these will be sent to Johansson Group ASAP. They were last reviewed in 2007.
- E. Exterior Flags: D. Johnson noted FPL's lack of US and state flags. **M. Rice moved to authorize staff to develop several options for flying US, Arkansas, and Fayetteville flags at the Fayetteville Public Library; B. Boudreaux seconded. All voted AYE.**
- F. Front doors: S. Palmer explained the doors are nearing their life expectancy of 10 years. As such, repairs are costing more than the doors are worth. He is exploring options for new doors, probably 4 panels rather than the current 6.
- G. Policy FC-1: Cash and checks: FC-1 has been revised and streamlined to reflect current operating procedures. **M. Rice moved to approve the amended policy; S. Clark seconded. All voted AYE.**
- H. PA-84: Cell Phones: In the past, all management staff and the ED were required to have a cell phone; the library reimbursed a portion of the costs. Because cell phones are so prevalent, this policy is outdated. FPL will reimburse only those employees required to be on call 24X7, i.e. facilities and IT. **S. Clark moved to approve the amended policy; M. Rice seconded. All voted AYE.**
- I. PA 58: Hiring policy: FPL is proposing that all open positions be posted first to staff, next to volunteers, and then to the public. Nothing in this policy conflicts with city policy. **C. Adams moved to approve the proposed policy; M. Rice seconded. All voted AYE.**
- J. EFT: FPL is requesting EFT between Schwab and the Bank of Fayetteville to expedite financial transactions. **B. Boudreaux moved to approve establishing EFT between Schwab and the Bank of Fayetteville; S. Clark seconded. All voted AYE.**

- VII. Adjournment: M. Rice moved to adjourn; B. Boudreaux seconded. All voted AYE.** Meeting adjourned at 5:20 pm.