

Fayetteville Public Library
Board of Trustees Regular Meeting
April 21, 2014, 4 pm
Minutes
Prepared by S. Daniel, Office Manager

Board members present: K. Agee, S. Clark, C. Adams, S. Graham, M. Rice and H. Garner. Board Members Absent: B. Boudreaux. Staff present: D. Johnson, S. Davis, B. Holt, W. Fitzgibbon, S. Daniel, C. Moody, L. Greenwood, S. Foley and S. Palmer. Others: Elizabeth Jordan – retiring trustee, Jake Lamkins of Friends of the Fayetteville Public Library, Gretchen Gearhart, Judge David Stewart, and Cynthia Burns of BKD. Press: Rose Ann Pearce.

- I. The Board of Trustees meeting was called to order at 4:02 pm by K. Agee.
- II. Presentation to Elizabeth Jordan on the occasion of her retirement.
- III. Presentation to Gretchen Gearhart for writing the history of the Friends of FPL.
- IV. Swearing in of Hershey Garner as newest board member. Judge David Stewart administered the oath.
- V. Audit: Completed earlier than in previous years, the library received an unmodified opinion - the best possible. **M. Rice moved to accept the audit; C. Adams seconded. All voted AYE.**
- VI. Minutes of February 17, 2014: **S. Clark moved to approve the minutes of the February 17, 2014 regular meeting; M. Rice seconded. All voted AYE.**
- VII. Reports
 - A. Management Reports
 1. Key upcoming events: D. Johnson noted Astronomy for Everyone was well received. A song-writing panel discussion is scheduled for this week. May 31st kicks off the Summer Reading Program.
 2. February 2014- March 2014 Strategic Plan progress: Newbery Award winning author Christopher Paul Curtis drew over 500 people. FPL hosted the Farmington High School Research Day. First Thursdays have begun representing another way FPL takes the library to the community. IT installed super-fast Wi-Fi and moved 34 servers to new hardware. The Bank of Oklahoma introduced staff to its revised website which helps users assess if they are on track to retire. Facilities installed a large umbrella in the children's yard made possible by money received in memory of Rita Davis. Other libraries around the state want to emulate FPL's initiative that distributed Internet only cards to all Fayetteville public school students. FPL received grants from the AR Economic Development District, AR Heritage and AUTIS.
 3. March Performance Measures: Circulation is up; programs and attendance held steady in spite of inclement weather.
 4. Alyson Low, featured book reviewer: L. Greenwood distributed copies of a review written by staff member Alyson Low for School Library Journal.
 - B. Financial Reports
 1. Balance Sheet as of March 31, 2014: The balance sheet shows \$3.6 million in cash and investments.
 2. Budget to Actual as of March 31, 2014: The state turn back is \$35,500 (up over 2013) and fines and fees down \$5000 because we forgave so many during the bad weather. The designated funds generated almost \$12,000 in income. We have realized some losses on our bond investments. Transfers from the Foundation will cease for 7 years to help restore Foundation coffers tapped to pay for City Hospital. Library reserves will replace the Foundation transfer. Personnel services are down slightly over 2013 when the board authorized an accumulated PTO buyout. Benefits expenses are higher than in 2013, in part because new hires are automatically enrolled in the retirement plan. Materials are being purchased in a timely manner, rather than hurriedly at year's end.
- VIII. Old Business
 - A. FINRA update: W. Fitzgibbon distributed booklets made by children participating in the Save, Spend, Protect programming. To date Smart Investing programming has reached over 400 participants and the large majority reported both the teachers and materials were helpful or very helpful. The finance collection has been expanded resulting in a 158% increase in circulation. For year 2 of the grant, the AR Securities Department will provide investment basics education. Most public libraries that have received the National Medal for Museum and Library Service from the IMLS have also received a FINRA grant.
 - B. Board Retreat – Rescheduled for May 9, it will be held in Millar Hall of Mount Sequoyah Retreat Center. Jeff Scherer will be present.
 - C. City Hospital Update: Vince Chadick has met with Tom Olmstead, Washington Regional's attorney, to explore options on moving the purchase forward. The library has lost income on

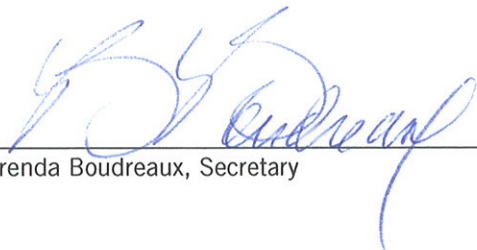
cash parked to purchase the property, salvage value as the building degrades due to vandalism and weather, and opportunities to partner with community groups. Options may include Washington Regional underwriting some demolition before FPL has title in hand.

- D. Summer Reading Program: Adult Services and Youth Services have worked together to develop the largest program to date. Sign-up goes live May 1; kickoff is May 31. Youth staff will visit all elementary schools to promote the event. Mountain Street Stage will go twice as long. Joe Crookston, the signature speaker, will do a multitude of events for children, teens and adults.

IX. New Business

- A. Audit: moved to earlier in the agenda; see item V.
- B. BKD Recommendations/Suggestions – not discussed.
- C. Appointment of a Nominating Committee: Committee to be S. Clark and C. Adams.
- D. Budget Adjustment – Copiers: Staff recommends leasing copiers as a better alternative to purchasing. While there is a slight increase in cost, it is offset by eliminating the costs and time associated with disposing of public assets. As important, it will be easier to keep current with technology. **H. Garner moved to approve the staff recommendation to lease rather than purchase; C. Adams seconded. All voted AYE.**
- E. Budget Adjustment - Grants and AT&T Credit: FPL has received several grants and an AT&T credit in excess of what was anticipated. Staff would like to commit \$4000 of the AT&T credit to a document scanning station. **H. Garner moved to approve the agenda item as presented; C. Adams seconded. All voted AYE.**
- F. Approval of Devon Fell's application for scholarship funds: **M. Rice moved to approve D. Fell's application for scholarship funds. H. Garner seconded. All voted AYE.** It is noted that FPL has 6 students on scholarship in an MLS program.
- G. Replacement of servers and public PCs: On Feb 28, the blade chassis began to fail, the servers shut down at random, and the network totally failed. IT stabilized the environment temporarily, but concluded new server hardware was needed immediately. A 6-12 month project planned for the next couple years was completed in a month. This event highlighted the need to plan for the unexpected, hence the value of the library's designated funds and the importance of Capital Improvement Planning – currently under way at both the library and the city.

- X. Adjournment: **H. Garner moved to adjourn; M. Rice seconded. All voted AYE.** Meeting adjourned at 5:23 p.m.



Brenda Boudreaux, Secretary