



Board of Trustees
November 21, 2016 4 pm
MINUTES
Regular Meeting Ann Henry Board Room

Present: Janine Parry, Vice-President
Susan Graham, Treasurer
Maylon Rice, Secretary
Brenda Boudreaux
Suzanne Clark

Absent: Hershey Garner, President

Staff:
D. Johnson, S. Davis, S. Du Preez, S. Daniel, C. Moody, W. Fitzgibbon, J. Atha, G. Jelinek, C. Dennis, S. Palmer,

Press: Scarlet Sims

Others: Blair Johanson

I. Call to order: In the absence of H. Garner, J. Parry called the meeting to order at 4:05 pm.

II. Minutes

A. Approval of minutes

1. October 17, 2016: **M. Rice moved to approve the minutes; B. Boudreaux seconded. All voted AYE.**

III. Reports

- A. Library expansion project update: There has been no Supreme Court decision on the City Hospital property. Climbing interest rates will reduce the amount of money from the bond issuance necessitating the need for more private funding or a reduction in the scope of the expansion.
- B. Budget to actual through October 31, 2016: Revenues are performing as anticipated, and grant awards are ahead of projections due primarily to \$15,000 received from the GIF fund. Fines collected have decreased perhaps because patrons increasingly use digital formats. Expenses YTD are tracking.
- C. Tool library update: Over 200 tools are available; 112 have checked out at least once.
- D. FLSA implementation: The threshold to be exempt is \$47,476, and a few employees very close to this number received increases. The entire staff will return to clocking hours.
- E. Grace-period for patrons seeking to renew held items: Customers seeking to renew a book are often disappointed to learn it's on hold for another patron. A recent catalog upgrade allows FPL to offer a grace period of 3 days to finish reading that book. The start date is January 2, 2017.

IV. Old business

A. 2017 Budget: (Discuss/vote after new business): **M. Rice moved to approve the budget as presented at the last board meeting in October; S. Clark seconded. All voted AYE.**

V. New business

- A. Consent items: **M. Rice moved to approve all consent items; S. Clark seconded. All voted AYE.**
 - 1. Standards and Expectations of Employees
 - 2. KG Computer Resources and Internet Access
 - 3. KH Wireless Access
 - 4. Approve Kim Agee as director on Foundation Board
- B. Discussion items

1. Agenda walk-on item: Approve Karen Hodges as a new director on the Foundation Board – **M. Rice moved to approve Karen Hodges as a new director on the Foundation Board; B. Boudreaux seconded. All voted AYE.**
2. Approval of pay plan: Every 3-4 years, FPL commissions a salary survey that reviews jobs both internally for descriptions and titles as well as externally for comparison with market pay in similar organizations, primarily libraries. Jobs are rated against 15 factors including knowledge and skill, responsibilities, contacts/human relations, and efforts. The survey concluded FPL's current pay structure is 7.72% below the market average, and Johanson recommends bringing FPL's structure more in line with the industry average. The higher rates of pay for the Central Arkansas Library System and a year without raises at FPL impacted survey results. While FPL did give cash awards (in lieu of raises), such awards don't help an organization keep pace with the market because the adjustment is not on base pay. The 2017 budget includes funding to bring existing employees up to the new structure's minimum, increase wages an average of 3% based on merit, and comply with the new minimum wage. **B. Boudreaux moved to approve the pay plan as presented; M. Rice seconded. All voted AYE.**
3. Extended hours for finals weeks: Staff evaluated three options for extended service during finals weeks for both the high school and the university (assumes twice each year):
 - a. Dedicate the Walker Room for study only during finals weeks but offer no additional hours. Cost is in foregone programming, but no additional dollars are necessary.
 - b. Open the Walker Room, front lobby, and café until 11 pm during high school finals and until midnight for university finals. Estimated cost is \$9000.
 - c. Keep the entire library open with a lean staff. Estimated cost is \$30,400.

Staff recommended no action on the proposal, and no motion was made.

VI. Public Comment - none

VII. Adjournment: **B. Boudreaux moved to adjourn; M. Rice seconded. All voted AYE.** Meeting adjourned at 5:15 pm.

