



Board of Trustees

August 17, 2015 4 pm

MINUTES

Regular Meeting Ann Henry Board Room

Trustees present: K. Agee, B. Boudreau, S. Clark, H. Garner, S. Graham, J. Parry, and M. Rice

Staff: D. Johnson, S. Davis, S. Foley, S. Daniel, B. Holt, S. Palmer, L. Yandell, L. Greenwood, and G. Allen

Press: D. Holtmeyer

Others: V. Chadick

I. Call to order: President B. Boudreaux called the meeting to order at 3:58 pm.

II. Minutes:

- A. Approval of minutes: **H. Garner moved to approve the minutes of June 15, 2015 modified to correct D. Holtmeyer's press association. M. Rice seconded. All voted AYE.**

III. Reports:

A. Management reports

1. Key upcoming events: D. Johnson noted the growth of the Roots Festival. A professionally led ACT prep course for grades 6-12 will take place September 17. True Lit, with a variety of authors including Zadie Smith and Lois Lowery, runs October 1-8.
2. June-July 2015 Strategic Plan progress: Summer Reading Club, just concluded, dominated programming over the past two months. Staff responded to over 240 patron requests for books, perhaps the result of reduced collection choices due to budget reductions. Books and Bites, sponsored by First Security Bank, was a huge success. D. Johnson drew attention to FPL's quality programming and the associated marketing effort.
3. July 2015 performance measures: While overall circulation is experiencing a slow, down-ward trend, checkouts of digital materials are soaring. New card registrations, cardholders, and visits are all up due, in large measure, to the success of summer reading. Because Story Time attendance has grown, the program had to move to the Walker Meeting Room. The study rooms are heavily used. M. Burdette has established a successful volunteer program. Computer sessions are flat probably because many people bring their own devices. Wireless usage is up.
4. 2nd Quarter City Report: Staff are reviewing options to market the collection, particularly when people are in the building for programming events.

B. Financial reports

1. Balance sheet as of July 31, 2015: not available
2. Budget to actual as of July 31, 2015: S. Davis noted revenues are about \$50,000 below YTD budget due primarily to timing. The library materials line is under budget about \$20,000, but will catch up in the second half of the year. Personnel Services and Facilities show a surplus. Youth and Outreach, though close to budget, will end the year within budget. YTD Administration Office Supplies is over budget for the year and the Travel and Training budget is largely depleted. Investment returns for the various reserves (Long-Term, Facilities, Furniture and Equipment, and Technology) reflect the volatility of the market with no net gain.

IV. Informational:

- A. Summer Reading Club: L. Greenwood presented statistics on both program attendance and SRC participation. Overall attendance has soared 1200% since 1998. Staff is working to improve teen attendance and rolled out all new programming this summer. Adult program attendance is up significantly over 2014. Participation in the Summer Reading Club has varied over the years and was down 10% from 2014.
- B. Update on City Hospital purchase: The Stone Family's appeal is working its way through the appellate system, a process that could take 12-18 months. J. Butt has reached out to the family to discuss a possible resolution, but has no news to report.
- C. Impact of Fair Labor Standards on FPL: The Department of Labor is proposing to change the minimum salary an exempt employee must be paid. Currently, the minimum is \$23,660 which would increase to \$50,440 if the proposed regulations take effect. There are a couple options. One is to return to a time clock system where all staff

punch, and over-time is held to a minimum. The city of Fayetteville has required all staff to clock for a number of years. Another option is to shift job pay so that employees currently exempt would continue to be exempt. The Johanson firm is advising the library. Of 32 job descriptions, 21 job titles are currently exempt. This FLSA proposal impacts approximately 11 of the 21 job titles currently listed as exempt.

D. Concepts for expanding FPL on Blair footprint: Because expansion on the City Hospital site may never happen, Jeffrey Scherer will develop concept drawings for expanding on the current site and explore the implications for branches. This information will be available when the millage exploratory committee meets.

E. Funding a Capital Campaign: At its last meeting, the Foundation approved funding, when the timing is right, for a 24 month campaign for an 80,000 sq. ft. expansion.

F. Benefits cost increase: Gallagher Benefits presented the city with a 6.4% increase. Because FPL staff are combined with the City's for purposes of rate determination, FPL's increase will likely be the same. The City plans to split the increase with city and staff each paying half. FPL Staff will have a recommendation for the board in October.

G. 2016 budget timeline: Staff are writing departmental narratives consisting of an explanation of what they do, the constraints they face, and opportunities for the future. Departmental requests are due the accounting office on September 21 to develop a proposed budget for presentation to the board at its October meeting. The Board's Finance Committee will meet Thursday, October 15th – time and place TBD.

H. Staff in-service date: The library calendar includes a closed day for in-service training. This year's date is November 13. Departments will have half the day for their projects; the remainder will be used for library wide training on safety and human resources.

I. Millage exploratory committee meeting to be rescheduled: Before setting a new date, staff wants an estimate of the amount of money that will flow to the library after the reappraisal of Washington County real estate. This should be available by September 8. As well, the mayor's budget is being presented on September 8. S. Davis will research why the increasing sales tax revenue has not resulted in additional money to the library. Committee members are Brenda Boudreaux, Jack Butt, Hershey Garner, Ann Rosso, Kim Agee and Don Marr.

V. Action

A. Ratification of new Foundation Board member Teresa Cornett: **M. Rice moved to confirm Teresa Cornett as a member of the Foundation Board of Directors for a 3 year term beginning August 1, 2015 and to formally thank outgoing Foundation Board Treasurer/Secretary B. Gearhart for his service to the library via a letter from the Library Board signed by the President. S. Clark seconded. All voted AYE. Motion carried.**

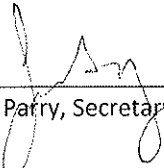
B. Proposed revision of policy LM: Loan Period: **S. Clark moved to approve; M. Rice seconded. All voted AYE. Motion carried.**

C. Proposed revision of fee schedule: The proposal, intended to implement the Long-Term Revenue Committee's recommendation for increasing revenue, would tie the nonresident library card fee to a formula based on what Fayetteville residents pay in taxes for library services. In other words, an Elkins resident would pay what city of Fayetteville residents pay. **M. Rice moved to postpone a vote on the fee schedule until staff determines what the new nonresident fee will be. J. Parry seconded. All voted AYE. Motion carried.**

D. Contract extension with Washington Regional on City Hospital parking lot: The contract in force gave FPL the right to use the parking lot through end of Summer Reading Club. The Library's insurance policy, taken out to pay the \$1 million deductible on Washington Regional's insurance, runs through the end of June 2016. FPL would like to continue use of the parking lot through that date. **M. Rice moved to empower staff to sign a contract extension should Washington Regional agree. S. Clark seconded. All voted AYE. Motion carried.** The tent will be taken down for the winter.

VI. Public Comment: None

VII. Adjournment: **M. Rice moved to adjourn; J. Parry seconded. All voted AYE. Motion carried.** Meeting adjourned at 5:01 p.m.



Janine Parry, Secretary

10-24-15

Date