



Board of Trustees
August 15, 2016 4 pm
Minutes
Regular Meeting Ann Henry Board Room

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

Trustees absent:

Staff present: H. Robideaux, L. Greenwood, J. Atha, L. Yandell, S. Palmer, C. Moody, S. Houk, W. Fitzgibbon, C. Dennis, S. Davis, D. Johnson, and S. Daniel

I. Call to order: H. Garner called the meeting to order at 3:58 pm.

A. Special presentation: D. Johnson presented a framed photo of FPL to Jeff Koenig with a plaque reading "With gratitude from all of us for your tireless efforts in building a better future for the library and our community."

II. Minutes

A. Approval of minutes from July 18, 2016: M. Rice moved to approve; K. Agee seconded. No objection.

III. Reports

A. Upcoming events: D. Johnson noted the Roots Festival will host twice the number of events as prior years. Pickin' Post concerts will continue, perhaps on a different night and time to increase attendance. Louis Sachar, author of *Holes*, will be the key note speaker for True Lit in October.

B. Library Administration

1. Management reports

- a. Performance measures: Program attendance numbers are down. Anecdotal evidence suggests people are convinced space is tight so they don't bother coming. All other numbers are robust. Study rooms are heavily used.
- b. June 2016-July 2016 Strategic Plan progress: Summer programming is popular, particularly the Mountain Street Stage concerts which consistently draw over 100 people. W. Fitzgibbon was promoted to Director of Library Services and H. Robideaux became Manager of Adult Services. The Chipotle fundraiser brought in over \$600.
- c. Summer Reading Club update and statistics: SRC numbers were down this year for a variety of reasons including some of the large summer camps did not come as they have in previous years. However, most categories of readers increased over last year.

2. Financial Reports

- a. Budget to actual through July 31, 2016: S. Davis reported revenues are tracking and YTD materials purchases are within budget (almost to the penny). Personnel expenses are on track. Spending for capital improvement lags as projects were delayed to prevent construction only be torn out during renovation/expansion.
- b. Balance Sheet through July 31, 2016

3. Informational

- a. Millage election update and next steps: Prepared by S. Davis, this document lists decisions the board must make to move the expansion forward. Though it's hoped the City Hospital land purchase will be resolved before year's end, there is a date at which point Plan B will be implemented. A decision can be delayed into early next year as there is preliminary work to be done through the end of 2016. Issuance of the bonds is under discussion with Stephens and the city of Fayetteville that will

administer them. Current low interest rates and rising construction costs invite issuing the bonds now. However, once the bonds are sold, the money must be spent within 24 months. Thus, an issue date around March 2017 is anticipated. Before construction can begin, an architectural services contract with MS&R must be approved, and asbestos abatement must be completed (\$600,000). The demolition contract may be put up for auction - the value to the bidder being in the salvageable materials in the old structure. However, vandals have removed many of these materials. Construction services will be by negotiated procurement according to Arkansas statutes – a process that does not require taking the low bid.

- b. Fair Labor Standards Act impact – The Department of Labor is raising the minimum wage for being exempt from \$23,660 to \$47,476. This means 9 FPL staff who are currently exempt would lose that status. To avoid overtime, those who remain exempt may be asked to pick up the slack. Comp time, though not currently used at FPL, is an option to consider, though it would require considerable management.
 - c. 2017 budget timeline – The Board will see a draft budget at the October meeting.
 - d. 2017 benefits update – Health insurance will increase 5.6% for both traditional and high deductible plans.
 - e. Mike Shirkey/Pickin' Posts update – Attendance is not as high as hoped; the day and time may be changed.
- c. Fayetteville Public Library Foundation
- a. Development Director update – Sarah Du Preez has been hired; her start date is August 29, 2016. Now that the election is over, plans are proceeding with the quiet campaign prior to a public campaign.
 - b. Foundation change to Articles of Incorporation – The Foundation Board, under Jack Butt's leadership, has amended its articles of incorporation to authorize 13 board members. S. Clark moved to approve the amended articles; H. Garner seconded. No objection.
- D. Friends of the Fayetteville Public Library – The Friends will announce a significant grant to the capital campaign once the public phase is under way.
- E. Capital Campaign – High tier donors have been identified; D. Johnson and S. Du Preez will be talking with them.

IV. Old business

V. New business

A. Consent items – Library staff propose initiating a consent agenda to facilitate approval of house-keeping and low/no controversy items. Trustees requested board packets be emailed by Tuesday the week before the Monday board meeting to provide time for studying consent items. B. Boudreaux moved to approve the consent items on this agenda; M. Rice seconded. No objection.

1. Ratify resolution in support of Rachel Eaton's scholarship application to the Arkansas State Library –
2. Amend FP2 – Formal Bids
3. Amend FP4 – Purchasing and Use of Purchase Orders
4. Create FR1 – Revenue Policy
5. Create FI2 – Cash and Investment Reserve Policy
6. Create F – Financial Reporting
7. Create FA3 – Capital Improvement
8. Create FR2 – Expenditure Policy
9. Amnesty week to thank patrons for voting

B. Discussion items

1. Staff in-service date: D. Johnson proposed the library be closed on November 11, Veterans' Day, for in-service training. After ascertaining this holiday was not a closed day for public schools, B. Boudreaux moved to approve the closing; K. Agee seconded. No objection.

VI. Public Comment: Kudos to Kim Agee for all his efforts on the millage campaign.

VII. Adjournment – Meeting adjourned at 4:55 pm.

