



Board of Trustees

June 20, 2016 4 pm

MINUTES

Regular Meeting Ann Henry Board Room
Prepared by G. Jelinek

Hershey Garner, President
Janine Parry, Vice-President
Susan Graham, Treasurer

Maylon Rice, Secretary
Kim Agee
Brenda Boudreaux

Suzanne Clark

Board Members Present: M. Rice, J. Parry, K. Agee, S. Graham, S. Clark, B. Boudreaux

Board Members Absent: H. Garner

Staff: J. Atha, S. Palmer, L. Yandell, G. Jelinek, D. Johnson, G. Allen, W. Fitzgibbon, S. Davis

Others: Jeff Koenig

Press: Dan Holtmeyer

We inspire imagination and foster learning.

I. Call to order: J. Parry called the meeting to order at 4:00 pm.

II. Minutes

A. Approval of minutes: **M. Rice moved to approve the minutes April 18, 2016 and May 16, 2016; B. Boudreaux seconded. All voted AYE.**

B. Signed minutes

1. February 15, 2016

III. Reports

A. Management reports

1. Key upcoming events: Opera in the Ozarks will be Saturday, June 25. Public input sessions with Jeff Scherer are scheduled for July 6-8. Outside the Lines coloring for adults is Saturday, July 16. FPL's 100th Anniversary and Summer Reading finale will be Saturday, July 30. Mayor Jordan will make a proclamation and Bootsie Ackerman will speak on behalf of Congressman Womack. The summer concludes in August with another partnership with the Fayetteville Roots Festival featuring music, authors, and celebrity chefs.

2. April 2016-May 2016 Strategic Plan progress: Friday morning movies continue to bring in crowds. Outreach continues to increase with Reading with the Razorbacks; Sit, Stay, Read; Cat Tales; and First Thursday. Youth Services staff visited all the elementary schools to promote summer reading. D. Johnson discussed the importance of promoting from within to find the best cultural fit for our organization and mentioned several recent promotions. He congratulated N. Rowe for stepping in when B. Holt left as marketing manager and acknowledged his work advertising our 100th anniversary and SRC. M. Rice asked for a round of applause for all promoted and recognition for M. Burdette for changing positions within the library. The Friends book sale on May 21 took in \$1600. S. Graham stated that Friends will start having 3 large book sales per year. IT deployed a Nimble 10 gig storage area network (SAN). In the absence of a Development Director, we sent out requests to join RFS and were overwhelmed by the response.

B. Performance Measures: 350 youth attended the Young Meteorologist Weather Festival in April. Study rooms were checked out 815 times in April and May. D. Johnson mentioned the role weather plays in program attendance; we may not have as many attendees on nice sunny days and

we also have low attendance in inclement weather. Because UA students were here studying for finals in April/May, we maxed out on Wi-Fi licenses several times. Plans are to increase the number of these licenses which is part of IT's infrastructure development plan. L. Yandell mentioned that we are now measuring our bandwidth in terabytes. J. Parry asked for program attendance numbers for Baby Bookworms and Toddler Time. L. Greenwood stated that Baby Bookworm attendance has been 115-120 and a recent Toddler Time saw 105 people in the Story Time room. D. Johnson stated that program attendance increases in the summer and youth programs are 50% of programming.

c. Financial reports

1. Budget to Actual: S. Davis reported that the YTD budget revenue state turn back is performing just as the legislature hoped it would. Nevertheless, some funding has been restored. The \$15,000 GIF grant is actually the second half of the grant from NWA economic development. The transfer from the city and millage revenues are tracking nicely. Millage amounts are slightly down but that is a timing issue from when people pay property taxes and should increase as the deadline approaches. We took in \$2685.00 in Erik Larson reception tickets, but had to refund \$45 to some who did not attend. The audit took a long time mostly due to the software conversion. S. Davis has not yet gone through all revenue sources and some (such as café rental) may seem low, but the task will be completed soon. Designated gifts include a \$65,000 estate donation as well as donations for Youth Services. The Foundation will set its budget July 11, 2016.

2. Balance Sheet: S. Davis reported that YTD budgets were set upon spending trends from last year. We are slightly ahead of historical pace but still within budget. A discrepancy was noted regarding health insurance. For example, Adult Services was budgeted \$43,116 in health insurance costs this year and as of May \$40,469 has been spent. When we write the check for health insurance it includes the employer and employee portion and has all been charged to employee expense. It will be corrected for the June meeting. We are \$20,000 ahead on materials purchases and only \$12,000 ahead in library services expenses. \$686,000 of \$889,000 in administrative expenses has been spent. For the most part, funds should be fully utilized this year. Because of vacancies in Marketing and Development, we are under budget by \$29,000. S. Davis mentioned that because of recommendations made by the Long Term Revenue Committee, we don't fill positions just because they are vacant, but only when they are needed. L. Yandell and N. Rowe have taken on additional responsibilities and N. Rowe has been compensated. J. Parry stated that we have been working with approximately the same number of staff for 10 years and there needs to be a cap on that. D. Johnson stated that we will revisit vacancies if they are deemed a necessity. In the facilities budget, \$137,000 has been reinvested. We are waiting for the bill for the front door replacement and so the amount in that budget will decrease. S. Palmer stated that facilities is looking carefully at current projects to ensure that work will not be re-done during the expansion. IT has used technology reserve money for the SAN replacement. Finally, a draft audit report was released today. The audit committee will meet to review the draft.

IV. Old business/information

A. Library Expansion: Election commission decision: Vince Chadick, Bo Bittle, and D. Johnson discussed with election commission about number of venues for August 9th election. The election commission has requested 7 polling locations. Originally we desired 4 polling locations because of cost, but there will no longer be paper ballots and thus the cost is minimal. The polling locations will be Baldwin Church of Christ, Central United Methodist, Covenant Presbyterian Church, Mount Comfort Church of Christ, Sang Ave Baptist Church, Sequoyah Methodist Church, and Trinity Fellowship. There will be paper ballots available for early voting which is Tuesday – Friday, (August 2-5, 2016) and also on Monday, August 8, 2016. Voters can vote at any location. We are currently reviewing a sample ballot.

B. Update on City Hospital property: No update. The Arkansas Supreme Court has not put it on the docket and there is a narrow window left until the justices recess for the summer.

C. Public input sessions with Jeffrey Scherer: Jack Poling and Jeffrey Scherer will be here August 6-8. There will be more in depth discussion on what the expansion on the city hospital property will look like. The meeting times are tentatively scheduled for 5:30 pm, noon, and 9:00am, respectively. We are requesting an audience with the Chamber during one of the sessions. It will be the same format we have had previously which consists of 30-45 minutes of slides with J. Scherer followed by questions. A press release will go out as well as an e-newsletter to all of our patrons. D. Johnson stated that the millage committee has done such a good job of educating the community that there might be more interest in these meetings. A full schedule will be sent out soon. S. Graham mentioned how effective targeted sessions have been in the past (e.g. meeting with a group of teens). D. Johnson stated that this presentation should be more visually compelling and may include a 3D model.

D. Update on Civic Millage Committee activities: Jeff Koenig stated that the millage committee has spent a lot of time at the Farmers' Market this past month. Committee members will also be attending the next two First Thursdays, a Washington County Democrats meeting on June 21, and the Political Animals club. Four mass mailings will go to 7000 targeted voters as well as an email to their contact list. Facebook page metrics include 260 page visits per day and 17,000 visits weekly. About 1500 people have engaged with the page and there are 1300 "Likes". Hannah Withers of Maxine's will hold a public fundraiser on July 6, 2016. Jeff Koenig and Board of Trustees members will host a private support party at Koenig's condo on July 11.

E. Staff Changes

1. Willow Fitzgibbon, Director of Library Services
2. Carlye Dennis, Manager of Volunteer & Outreach Services
3. Amy Nelson Lamont, Adult Services Librarian
4. Update on Director of Development position: D. Johnson interviewed 2 promising candidates. Another candidate will be interviewed in early July.

F. Resolution authorizing transfer of Development Department to the Foundation: K. Agee stated that we previously discussed this in 2014, but did not act upon it. The Director of Development will be employed by the Foundation but will be under the rules and regulations of the library. As previously discussed, this is a move to protect donor information. D. Johnson stated that this position was previously under the Foundation, but Louise Schaper moved it under the Executive Director and we are moving it back. **M. Rice moved to adopt the resolution to transfer the Development Department to the Foundation. B. Boudreaux seconded. All voted AYE.**

V. New business/information

G. 2015 Audit Report (if available): S. Davis stated that it is not yet ready, but close.

H. Roberta Fulbright Speaker: Ann Patchett will speak the evening of March 31st. This is a free event, but there will be a ticketed reception.

I. CNN filming of Jim Blair: On Tuesday June, 14, CNN interviewed Jim Blair in our Fulbright room for 2.5 hours. The interview is part of a Hillary Clinton profile that will debut Labor Day weekend. D. Johnson requested an unedited recording of the interview.

J. Summer Reading Kickoff: We have programs for children, teens, or adults 7 days a week. As of June 21, 4,202 have registered for summer reading. Registration for a class for children started at 9am and was full at 9:01am. We could have several more full classes if we had the space and funds. Parents now sign their children up online.

K. Building improvements: S. Palmer stated that they have not spent all of their reinvested funds yet. The front door has been replaced. The bathrooms in the front lobby will get ADA improvements, new countertops, and maybe some hands free faucets. J. Parry asked about bathrooms with partitions instead of doors. S. Palmer stated that he and Jeffrey Scherer have discussed it.

L. Tool lending library: W. Fitzgibbon reported it is going well. Tools have checked out 127 times which is about 40 per month. People can donate tools and some vendors have donated new tools. The next steps are perhaps making kits of tools for specific purposes such as for new

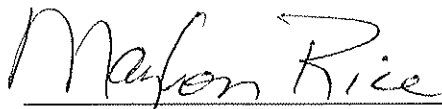
students moving into apartments. There are also talks about having a self-check and catalog computer at Feed Communities.

M. Partnership between FPL, Good Folks Production, and KUAF: D. Johnson stated that Mike Shirkey, who hosts Pickin' Post on KUAF, used to host concerts at his downtown Fayetteville home and is looking for a new venue. Now known as Pickin' Post Productions, on some Friday nights at FPL, we will have ticketed music events after the library is closed. FPL will get 30% of the proceeds. The first event will be July 22, 2016 featuring Jack Williams. Roy Book Binder will perform on August 6, 2016. B. Boudreaux inquired about staffing for the event. D. Johnson stated that it would be himself or W. Fitzgibbon, C. Moody for sound and housekeeping. Arsaga's may or may not stay open for the events. It will be marketed on Mike Shirkey's Pickin' Post program on KUAF. Also discussed for FPL expansion is a program like Prairie Home companion in which Kyle Kellams and Mike Shirkey could host story-tellers and musicians live at the library.

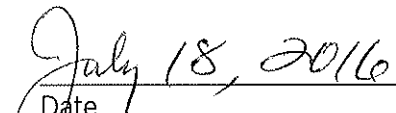
N. Appointment of Finance Committee: The **Finance Committee** will provide financial guidance and direction for the library and will review the report prepared by the annual external audit. It may conduct executive sessions with outside auditors, the Executive Director and the Finance Manager: B. Boudreaux and M. Rice will continue to serve as the finance committee and will review the audit report.

V. Public Comment none

VI. Adjournment: The meeting adjourned at 4:57 by consensus.



Maylon Rice, Secretary



Date