

Fayetteville Public Library  
Board of Trustees Regular Meeting  
December 16, 4 pm  
Minutes  
Prepared by S. Daniel, Office Manager

Board members present: K. Agee, B. Boudreaux, S. Clark, C. Adams, S. Graham, and M. Rice. Board Members Absent: E. Jordan. Staff present: D. Johnson, S. Davis, B. Holt, L. Yandell, D. Wax, S. Palmer, L. Greenwood, S. Foley, J. Atha, M. Burdette, S. Houk, W. Fitzgibbon. Others: Blair Johanson. Press: Rose Ann Pearce.

I. The Board of Trustees meeting was called to order at 4:00 pm by K. Agee.

II. New Business

A. Compensation Plan Update: B. Johanson presented an overview of the compensation study. The process involved three phases: development of 31 job descriptions, a market salary study where FPL was compared with 10 different entities, (mostly libraries) and salary administration. The bottom line is that FPL lags the market by a little over 5%. Specifically, there are some employees on the low side of the pay structure and a few that are over the top of the pay structure. Recommendations:

1. Review and adopt the proposed internal equitable and externally competitive pay ranges schedule as noted behind Tab 6 of this Job Classification and Compensation Study Program.
2. Review and increase pay for six employees with current pay below the proposed pay range minimums; the total annualized expense to bring base pay to range minimums for the 6 employees will be \$14,147.
3. Implement a 4% merit pay plan for 2014
4. Evaluate and utilize the employees' pay be range quartiles for future employee pay adjustments and compensation budget planning.
5. Utilize the DBCompensation software to manage and maintain position descriptions and ratings for new or revised positions.
6. Complete market pay studies on a bi-annual basis to evaluate and adjust the internal pay grades.

**M. Rice moved to approve recommendations 1, 2, 4, 5, and 6. S. Clark seconded. All voted AYE. M. Rice moved to follow recommendation 3 only if the city decides to grant raises to its employees. B. Boudreaux seconded. ALL voted AYE.**

III. Minutes

**B. Boudreaux moved to approve the minutes of the October 28, 2013 regular meeting and the minutes of the November 13, 2013 special meeting; M. Rice seconded. All voted AYE.**

IV. Reports

A. Management Reports

1. Key upcoming events: not discussed
2. October-November 2013 Strategic Plan progress: D. Johnson noted the comprehensive holiday programming. Gathering of the Groups was a success; After the Tsunami was well attended. FPL is in a consortium with Overdrive meaning FPL and small surrounding libraries all contribute to the purchase of eBooks. These books are then available to FPL patrons as well as to patrons of smaller libraries. However, Overdrive has been selling our consortium purchases to other groups which erodes what is available to our patrons. While we have renewed the contract for another year, staff is looking at other options. FPL participated in the city potluck, a reflection of the library working with the city. Patrons were grateful to the facilities team for removing ice and snow during the bad weather. The IT department is deploying wireless printing for patrons which will relieve some pressure on the reference department. Our connection to the Internet is being increased from 20 megs to 100; patrons will see a huge improvement in service. Forty new computers will be deployed to upgrade staff work stations. The marketing team is moving forward with, "What do you do with your card?" Internet only cards have been delivered to every student in the school district.
3. October-November 2013 Performance Measures: Digital circulation, Freegal use, and total circulation are up. Though we offered fewer programs, attendance is up attesting to the quality of the programming.

Staff is evaluating how to measure computer use and the high level of IT effort; statistics in 2014 may be reported differently.

B. Financial Reports

- i. Bad weather delayed delivery of the financials; there are no reports for this month.

V. Old Business

- A. The Board retreat will be February 3, 2014. Bill Mitchell has been added to the agenda to discuss capital campaigns. The meeting will be held at Drake Field. Foundation Finance Committee and board officers will be invited to attend

VI. New Business

- A. Budget: D. Johnson noted the draft budget presented at the last meeting showed expenditures exceeding revenues by approximately \$400,000. The proposed budget presented herein is balanced with revenues exceeding expenditures by \$584. We will be drawing down 2 savings accounts, but leaving enough to meet their intended purpose. There is funding for the compensation package approved earlier. **M. Rice moved to adopt the 2014 budget as presented; S. Graham seconded. All voted AYE.**

- VII. Adjournment: **B. Boudreaux moved to adjourn; S. Clark seconded. All voted AYE.** Meeting adjourned at 4:49 pm.

A handwritten signature in cursive script, reading "Brenda Boudreaux". The signature is written in black ink and is positioned in the lower right quadrant of the page.