

Fayetteville Public Library
Board of Trustees Regular Meeting
February 18, 2013, 4 pm
Minutes
Prepared by S. Daniel, Office Manager

Board members present: K. Agee, B. Boudreaux, S. Clark, D. Ferritor, S. Graham, E. Jordan, and M. Rice. Staff present: D. Johnson, S. Davis, S. Foley, S. Palmer, L. Yandell and S. Daniel. Press: Joel Walsh

- I. The Board of Trustees meeting was called to order at 4:01 pm by S. Clark.
- II. Minutes
 - A. Approval of Minutes
 1. December 17, 2012 regular meeting: **B. Boudreaux moved to approve the minutes; M. Rice seconded. All voted AYE.**
 - B. Signed minutes
 2. October 15, 2012 regular meeting
- III. Reports
 - A. Management reports
 1. Key Upcoming Events: D. Johnson noted we are working with Theatre Squared on a Reading Workshop and Artist Forum for the play *Next to Normal*. Our signature event will be an author talk by Dave Barry on April 12; a crowd of 500 is expected.
 2. Strategic Plan Progress Report: D. Johnson highlighted unique programming around Charles Portis that included a panel discussion with members of the AR Gazette and Portis' brother, Portis' songs sung by Shannon Wurst, and a troupe from Theatre Squared reading parts of his play. Yoga classes on Monday nights draw 60-70 participants. Sisterhood of the Traveling Pens was booked within hours. Adult Services is providing e-Book and Kindle classes. Fayetteville's first literary festival will be held in September. Freegal, an on-line service that provides free music to patrons, has been a huge hit; it was paid for by the Friends. FINRA (Financial Industry Regulatory Authority) granted FPL almost \$100,000 for a two-year smart investing program for intergenerational financial planning.
 3. December-January Performance Measures: Year-end numbers reflect solid growth. Total collection size is up; the digital collection has doubled. The price for e-Books is 3 times that for regular books; the result is less money for the print collection. New card registration is up 10%. We offered 20% more programs and attracted 25% more attendees. Volunteer hours are impressive; M. Burdette is excellent at engaging the community and matching volunteers to their interests to create meaningful jobs.
 - B. Financial reports
 1. Budget to Actual for Year Ended December 31, 2012: S. Davis reported the auditors have finished their on-site work for the library. They will return March 4 to examine the Foundation's books. We closed the year with a surplus of \$232,095 due to open positions and about \$120,000 in additional revenue.
- IV. Old business
 - A. Space Assessment RFQ (Request for Qualifications) Decision: The Architectural Selection Committee voted Meyer, Scherer & Rockcastle first and Polk, Stanley & Wilcox second. The RFQ process does not allow for consideration of price, only qualifications. Some factors considered include scalability of the organization, proximity of the firm to FPL, quality of work, and the proposed process to ascertain what the community wants. **M. Rice moved to accept the committee's recommendation and contract with Meyer, Scherer & Rockcastle to conduct a Space Needs Analysis; B. Boudreaux seconded. All voted AYE.**
 - B. Kilgore Documentary: Amanda and Dan Robinson had a verbal agreement with the former executive director to produce a film about Fayetteville photographer Andrew Kilgore using bridge funding from the NEH grant. However, the Foundation froze bridge funding until the NEH grant was fully funded. Now that the NEH goal has been achieved, bridge funding is available again. Because of a discrepancy in how much money was being requested, the film makers were asked to submit a written proposal to the Foundation. The proposal they submitted was for \$30,000. The Foundation agreed to the proposal but ONLY if the library owned the film upon completion. The Robinsons did not accept this condition and sent back 3 options - all of which exceed the original \$30,000 and didn't turn over ownership of the film to the library.
- V. New business
 - A. Policy JF revision: Pricing Schedule: Informational only.
 - B. Library Remodeling: Informational only.

- C. American Terrazo as Sole Source Vendor for Terrazzo: S. Palmer noted the library had done due diligence having talked with several companies about adding terrazzo behind the circulation desk that would match the rest of the terrazzo in the library. Those companies suggested using the initial installer, American Terrazzo, which still had the original dyes and could match the color exactly. About 5 years ago, American Terrazzo patched holes left when old security gates were removed; the match was excellent. Though one company's estimate was slightly lower than American Terrazzo's, the cost of an on-site visit to confirm the bid from this out-of-state vendor would likely erase the difference. **M. Rice moved to approve the staff recommendation to waive the Library's procurement policy and engage American Terrazzo Company for all terrazzo re-surfacing in Blair Library; B. Boudreaux seconded. All voted AYE.**
- D. 2012 Preliminary budget to actual report, budget roll-forward request: S. Davis noted the library ended 2012 with \$232,095. He requested this money be budgeted as outlined in the staff memo, including paying commitments made in 2012. The amount listed for the space needs assessment, including a branch study, is based on a verbal estimate from Jeff Scherer. The \$10,000 in FPL costs related to the Space Needs Assessment is for advertising to the public, refreshments at input meetings, travel, etc. The sound system upgrade will save us from having to rent equipment. **M. Rice moved to approve the staff recommendation for spending \$187,696 (excludes the accounting software addressed separately); K. Agee seconded. All voted AYE.**
- E. RFID security gates with radar based patron counter: D. Johnson reiterated a manual count of patrons entering the building confirmed our counters are consistently 40% low. The existing counters use a laser beam so that four people walking together count as one. New technology uses Doppler radar to distinguish how many people are in a group. In addition to improved counting, we'd have better security as the efficiency of RFID tag detection and read rate has greatly improved. In 2003, we chose Bibliotheca through a bid process. To switch vendors now would require retagging the collection and starting totally over. **B. Boudreaux moved to approve the staff recommendation; M. Rice seconded. All voted AYE.**
- F. Accounting Software: Our existing software, QuickBooks, cannot handle the various tasks we require. Of particular importance, managers cannot access their budgets (without also being able to see payroll). They are not able to track and account for expenditures and, as such, they can't perform the valuable function of finding errors and omission and, in general, looking over the accounting manager's shoulder – a function that the auditors have said would foster greater accountability. We do intend to submit a grant application to the Sturgis Foundation in Dallas; it is from this organization that CALS received money to buy their accounting software. We will also be writing an RFP and expect to receive a number of proposals from vendors whose software we have viewed via Webinar. **M. Rice moved to approve staff recommendation; B. Boudreaux seconded. All voted AYE.**
- VI. By-laws revision. **D. Ferritor moved to approve the proposed revision which rolls the audit committee into the Finance committee; K. Agee seconded. All voted AYE.** M. Rice and B. Boudreaux were appointed to the Finance Committee
- VII. Adjournment: **D. Ferritor moved to adjourn; K. Agee seconded. All voted AYE.** Meeting adjourned at 5:06 pm.

K Agee