

Fayetteville Public Library  
Board of Trustees Regular Meeting  
October 15, 2012, 4 pm  
Minutes  
Prepared by S. Daniel, Office Manager

Board members present: K. Agee, B. Boudreaux, D. Ferritor, S. Graham, and M. Rice. Board members absent: S. Clark and E. Jordan.  
Staff present: D. Johnson, S. Foley, S. Palmer, S. Davis, L. Greenwood, and S. Daniel. Others: D. Craft, Springdale Morning News.

- I. The Board of Trustees meeting was called to order at 4:01 pm by K. Agee.
- II. Minutes
  - A. Minutes of August 20, 2012 and September 17, 2012: **D. Ferritor moved to approve; B. Boudreaux seconded. All voted AYE.**
- III. Reports
  - A. Management reports
    1. Key upcoming events: The GALA on 10.19 will be an historic event for Fayetteville. FPL is hosting David Shipler, author of *Working Poor*, on 10.26 and Roy Reed, author of *Beware of Limbo Dancers*, on 11.16. Dave Barry will be the 2013 Roberta Fulbright author.
    2. August – September Strategic Plan progress: Ozark Writers Live was a success, the Cinema Film Series is ongoing, and FPL hosted the Fayetteville Roots Festival. Internet only cards were provided to all Owl Creek students. Several staff members went to PUG. FPL installed a new high speed wireless infrastructure and replaced all 65 surveillance cameras which were defective.
    3. August – September Performance Measures: D. Johnson noted patron visits have remained flat while all other measurements are climbing. A manual count determined the counters are 40% low. A solution is being researched.
  - B. Financial reports
    1. Balance Sheet as of September: S. Davis noted we have \$3.8 million in various accounts and liabilities of \$342,000.
    2. Profit & Loss Budget vs. Actual through September:
    3. Budget to Actual as of 09/30/2012: Annual revenue budget is \$368,000; we have collected \$392,000 YTD. The majority of the additional is fines and fees. On the expense side, the total personnel budget is \$2.4 million, YTD budget is \$1.8 million, and we have spent \$1.67 million. The Library Materials and Programs budget is \$588,000; there is \$176,000 remaining. If the \$103,000 remaining in the IT budget is not spent, the board will be asked to re-budget it for next year. Transfers from millage appear behind budget but roughly half of the total comes in the last 2 months of the year. In future reports, all the revenue – including transfers – will show on the front page.
- IV. Old business
  - A. Dunaway update: D. Johnson noted that FPL reached an amicable settlement, the details of which are sealed and cannot be discussed. He referred questions to J. Butt, the attorney who represented the library pro-bono. **D. Ferritor moved to send a resolution expressing the board’s gratitude to J. Butt and his team. B. Boudreaux seconded. All voted AYE.**
  - B. Gala update: Jim and Nancy Blair are hosting a private reception at KUAF. The library is hosting a reception on the plaza. A sit down dinner begins at 7 during which bonus features and bloopers from the film will be shown. Among the speakers will be David Johnson and Mayor Jordan who will present a resolution to Helen Lewis. Live and silent auctions will precede the film that starts at 8:30. Approximately 150-200 volunteers are helping with this event. All attendees will receive a copy of the DVD as will all public libraries and history teachers in the area. The remainder will be sold and distributed through UA Press with revenues going to the Foundation.
  - C. Space planning needs assessment – cost estimate: J. Scherer has developed a proposal for a needs assessment - the precursor to planning for expansion. Planning for a branch is an optional component of the proposal. Scherer’s firm is a respondent to the city’s request for qualifications; this satisfies state advertising requirements. The general process going forward is to form a selection committee, evaluate the city’s respondents, interview those that best meet FPL’s needs, select one, and negotiate a contract. **M. Rice moved to go forward with getting the city’s list of architects and planners and to spend up to \$100,000 for the needs assessment. Motion failed for lack of a second. B. Boudreaux moved to approve moving ahead with planning for a space study and to authorize staff to take the required steps including obtaining the**

city's list of respondents to its request for qualifications for architects and space planners. **M. Rice seconded. All voted AYE.**

**V.**

New business

- A. Arsaga's rent: In response to a question at the previous meeting, staff reviewed the contract with Arsagas. Rent is set at \$1000 per month with no end date, though 30 days notice is required to renegotiate the terms. No action required or taken.
- B. Attendance numbers: D. Johnson noted a manual count of visitors to the library, taken at different times and on different days, confirmed the automatic counter is consistently 40% low. Staff is looking at new technology and will have a recommendation by the December board meeting.
- C. PTO and ESL accrual and payout: S. Davis noted we are still in the process of gathering data and will have a report for the December board meeting.
- D. Recognize Arkansas Arts Council and Target grants and increase youth program funding: **D. Ferritor moved to approve the staff recommendation; M. Rice seconded. All voted aye.**
- E. Closed days 2013. **D. Ferritor moved to accept the schedule proposed by the staff; M. Rice seconded. All voted AYE.**

**VI.**

Adjournment **D. Ferritor moved to adjourn; B. Boudreaux seconded. All voted AYE.** Meeting adjourned at 5:05pm.

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