

Fayetteville Public Library
Board of Trustees Budget Development Session
March 6, 2015 3:15 pm (rescheduled from 2.16.15 due to weather)
Minutes
Prepared by S. Daniel, Office Manager

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

Library Trustees absent:

Staff present: D. Johnson, S. Foley, S. Daniel, S. Davis, C. Moody, B. Holt, G. Jelinek, S. Palmer

Press: Dan Holtmeyer

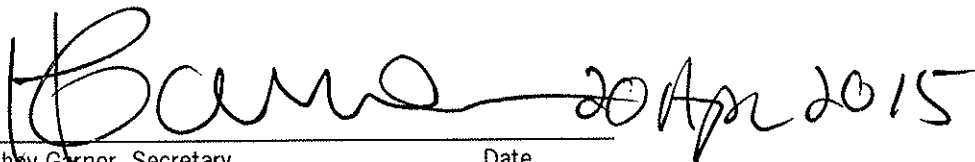
Others:

- I. Call to Order: President K. Agee called the meeting to order at 3:15 pm.
- II. Minutes: **M. Rice moved to approve the minutes of December 19, 2014; H. Garner seconded. All voted AYE.**
- III. Reports
 - A. Management Reports
 - i. Key upcoming events: D. Johnson noted Canadian writer David Bezmozgis packed the house. The popular robotics workshop for teens is being repeated. Movies will be shown during Spring Break week.
 - ii. Oct-Nov Strategic Plan update: D. Johnson reported the FINRA grant has concluded. It was such a success, W. Fitzgibbon has been invited to present FPL's program at the next ALA meeting. Our primary eBook provider, OverDrive, has been joined by 3M which provides an easier interface for users and competition for OverDrive. Staff delivered 10,000 i-cards to public and private schools; these cards have also been provided to the Washington County Detention Center. In February 2015, staff recorded over 400 check-outs of the meeting rooms. Educating the public to the high cost of eBooks is essential as FPL pays approximately \$80 per title; an individual pays about \$10.
 - iii. Library services 2014 year in review: D. Johnson noted the growth in library use stretches the flat revenue stream. Per capita check outs exceed all FPL's peer and benchmark libraries. The book collection turns over several times each year indicating staff select the books people want. Reference transactions are down slightly, partly because patrons can access the Internet without assistance, but also because we lack the staff to answer every question. Program attendance is up.

Staff are exploring how to capture all the new and different ways in which the library is being used. Meeting rooms are in great demand with over 400 check-outs in February. Database use showed a significant jump in the year i-cards were issued. Computer sessions are down because more and more people have their own devices with which to access the Internet. Library statistics do not capture free Wi-Fi use. If it were possible to capture how the Wi-Fi is being used, e.g., job searches, entertainment, FPL could provide complementary services.
 - B. Financial Reports
 - i. Budget to Actual as of December 31, 2014. Total revenue is about \$140,000 more than planned. Expenses were budgeted at \$4.588 million; FPL spent only \$4.394 million. The result is \$334,000 remaining.
- IV. Old business
 - A. Long-Range Revenue Committee update: J. Parry reported the committee will meet three more times before issuing its report to the full board on April 20th. The committee is looking at options for both increasing revenue and decreasing expenses.
 - B. City Hospital Update: Judge Beaumont issued a summary judgement for Washington Regional. The Stone family now has 30 days from the file mark date to appeal. Next steps are to secure the facility, raise funds for demolition, and salvage/recycle as much material as possible. It is FPL's intention to recognize the Stone family with a significant naming opportunity in any expansion.
 - C. Blackbaud software conversion update: S. Davis noted the Blackbaud conversion now under way was deliberately timed to ensure audit years don't involve more than one software. Managers will have more access to their budgets.
- V. New Business
 - A. Increase in minimum wage: The staff proposal, covering 2015 and 2016, will bring FPL into alignment with federal law. **H. Garner moved to approve the staff recommendation; M. Rice seconded. All voted AYE.**
 - B. Budget Rollover Request: In the 2014 budget, \$334,300.72 remains unspent. However, vendor purchases in 2014 that were delivered in 2015 total \$88,941.70. **H. Garner moved to add this**

amount to the 2015 budget; M. Rice seconded. All voted AYE. S. Clark moved to hold all discussion of the remaining 2014 unspent funds until a future date; M. Rice seconded. All voted AYE.

- C. Revised policy FB1: This policy change would enable the Executive Director to move money within a board-approved budget from one line item to another. Adding more than \$10,000 to the budget would require board approval. H. Garner moved to approve the proposed policy FB1; M. Rice. All voted AYE.
- D. Plan to solicit public input for Long-Range Revenue Committee: Several suggestions have been made including a committee comprised of a representative from each ward, perhaps appointed by the city council. An open forum hosted by the board of trustees, perhaps held at city hall, is another idea. D. Johnson will present a proposal for public input at the April board meeting.
- E. FHS pilot drop off/pick up shuttle service pilot program: When 9th graders begin attending FHS, parking will become even more problematic than currently. FPL proposes to be an alternative drop off point with a shuttle to and from the high school. City hospital could provide over-flow parking with a shuttle ride to the high school. Arsaga's might open a half hour earlier and offer student friendly menu options. This is an effort to better engage teens, and will be piloted in April.
- F. Premium events: Bob Woodward's appearance on April 10 is a partnership with the UA. A 5:30 reception precedes the public performance at FPL. Set-up will require the library close early. Miller Williams' memorial is Sunday, April 26; a significant author will be part of the service. Peter Coyote will be here at the request of Haydon McIlroy with no cost to the library. FPL will be the venue for Jim Blair's 80th birthday in October. The event is invitation only; Blair has requested no gifts, only donations to FPL.
- G. Technology Enhancements:
- i. IT core replacement: The Board previously approved the use of designated funds for this upgrade. The existing core was installed when the building opened and is at the end of its useful life. The upgrade will provide speeds 100x faster between desk tops and servers. The PA and phone systems are also 10 years old and will be upgraded.
 - ii. Mobile Wi-Fi distribution: Haydon McIlroy and Dash Goff donated funds for 10 Mi-Fi devices and 5 laptops. Five Mi-Fis will be checked out as stand-alone items and 5 more will be paired with laptops for check out. The demand has been brisk.
 - iii. Credit card cash machines associated with self-checks: PCI compliance requires credit cards have an RFID tag so FPL must have machines that accept these cards. In addition, the self-checks will have coin and bill acceptors for payment of fines. Handling money will be integrated.
- H. Approval of Amy Nelson-LaMont's scholarship application: M. Rice moved to approve Amy Nelson-Lamont's application and congratulate her on her excellent grades; H. Garner seconded. All voted AYE.
- VI. Public Comment
- VII. Adjournment: B. Boudreaux moved to adjourn; M. Rice seconded. All voted AYE. Meeting adjourned at 4:34 p.m.



Hershey Garner, Secretary

Date