

MINUTES  
North Texas Regional Library System  
Board of Directors Meeting  
December 06, 2007

The North Texas Regional Library System Board of Directors held a meeting on October 25, 2007 at North Texas Regional Library System, 6320 Southwest Blvd., Suite 101, Fort Worth, Texas, 76109.

Board Members Present: Barbara Chayer, Chair, Region 7  
Bill Whiteside, Region 5  
Carl E. Campbell, Jr., Treasurer, Region 6  
Ray Stephens, Vice Chair, Region 3  
Patricia Jefferson, Region 2  
Cecil Carter, At Large  
Meg Barrow, Parliamentarian, At Large  
Dana Wood, Region 1  
Adam Wright, Executive Director, *ex-officio member*

Board Members Absent: Ray Stephens, Vice Chair, Region 3,  
Randolph Shaeffer, Secretary, Region 4

NTRLs Staff Present: Carolyn Davidson, Lynn Gritta

Guests Present: Dr. Arlita Harris, Don Richardson

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**ASSIGNMENTS/ACTIONS ACCEPTED:**

None at this time.

**MOTIONS:**

Approval of Consent Agenda item 1, 10-25-07 minutes. Carter made motion. Barrow seconded. Passed.

Approval of Consent Agenda item 2, Agreement with LFNT. Carter made motion. Campbell seconded. Passed.

Agenda item G, Health Insurance Premium Contribution Increased. Chayer took a vote and all were in favor to not increase contributions and leave them at current level.

Agenda item H. Tutor.com Contract. Chayer took a vote and all were in favor of not changing the contract to accommodate Arlington Public Library.

Agenda item J. Website Banner Ads. Chayer took a vote and all were in favor of allowing NTRLs website banner ads.

Approval of agenda item K. Authorizing Executive Director to sign all enhanced service offering agreements. Jefferson moved. Barrow seconded. Passed.

Approval of bonus for Adam Beatty enhanced IT services. Chayer took a vote and all were in favor.

## A. CALL TO ORDER

Chair Barbara Chayer called the meeting to order at 10:10 a.m. Before regular business, Carolyn Davidson was presented a Leadership Award by Dr. Arlita Harris from the University of North Texas. Carolyn has been creative by offering LE@D courses on the NTRLS website with codes, working with staff development, library directors, and she has made the Certification for Public Library Administrator courses available to the System.

### *IN MEMORY OF RANDY SHAEFFER*

*Barbara Chayer and the Board took time to honor and remember beloved Board member Randy Shaeffer who passed away on Monday, December 3.*

*Barbara Chayer remarked that Randy was always a gentleman and she never saw anger in him and that he had the ability to remain calm in different situations. Barbara said, "He never tooted his own horn" and she was surprised to discover that he was a musician. She remarked he was very balanced in everything he did, very dependable, and disciplined in all his work. He will be missed very much.*

*Billy Whiteside said that Randy accepted any assignment he was given and was more than willing to serve on the NTRLS Board in many capacities and the Saginaw Library Board. Billy went on to say that, "Randy was an upright, upstanding, A Number 1 guy and we are going to miss him."*

*Carl Campbell remarked that he did not know Randy very well, "but he was always the gentleman of the group and was very kind." He noticed on more than one occasion, that Randy was able to suggest and mediate compromise very successfully.*

*Adam Wright agreed that Randy was always the gentleman. Adam remembered the afternoon he had with Randy on the way to Wichita Falls and learned about his years in the military. He remarked that Randy cared more about people than the average person and he was always concerned that the NTRLS staff was treated well. "That caring nature emanated from Randy and everything he did, and I will dearly miss him."*

*Pat Jefferson also said she did not know Randy well, but they had been emailing back and forth about the problems of combining school and public libraries. Pat remarked, "I was the one saying you can't do this, you can't do that, but he was so optimistic saying 'we are intelligent people and there has got to be a way to do this.'"*

*Meg Barrow also stated she did not know Randy well, "but he was one of those people who was always nice."*

*Billy Whiteside added that during a very difficult time on the Board, Randy was a leavening force. He was also very impressed that Randy served the Lord everywhere he went in the military and "that takes guts, I guarantee it."*

Adam recommended that an award be named after Randy because of his dedication and service to libraries.

## **L. REPORT ON NTRLS FY2007 AUDIT – KIRK AND RICHARDSON**

Barbara moved the Kirk and Richardson audit report up on the agenda. Don Richardson noted there were three reports in the portfolio. He noted the NTRLS financials were reported as "Fairly" which is good standing. There were no non-compliance issues and the separate audit report on federal funding received was good. Mr. Richardson noted that the transition with Adam was smooth. Cecil asked for clarification on the FDIC insurance up to \$200,000, that he thought it was only up to \$100,000. Don remarked there were also securities on top of the \$100,000. He noted on page 22, sections 2 and 3 that there was nothing questionable in NTRLS financials.

## **B. CONSENT AGENDA**

### **1. Approval of October 25, 2007 meeting minutes**

Cecil Carter moved to approve the minutes. Meg Barrow seconded. The motion passed.

### **2. Consideration of Agreement to provide website services to the Library Foundation of North Texas**

Adam Wright briefed the Board on the Library Marketplace, a listing of vendors on a website service created by LFNT to raise funds for NTRLS and North Texas libraries. NTRLS will receive \$100.00 monthly for hosting the site as well as receiving donations. The Foundation will cut a check to NTRLS every quarter. Cecil Carter moved to approve the agreement to provide website services to the Library Foundation of North Texas. Carl Campbell seconded. The motion passed.

## **C. BOARD REPORTS**

There were no Board reports.

#### **D. MONTHLY FINANCIAL REPORTS**

Adam remarked the financials were fine. He noted the third checking account is for E-Rate refunds and is interest bearing and perpetual. Foundation funds received will be deposited in this account. Funds can be withdrawn at any time with prior approval.

#### **E. EXECUTIVE DIRECTOR'S REPORT**

Adam briefly reported on Transforming Texas Libraries, that guidelines for the future of libraries were discussed and six or seven objectives were put forward. He announced that PLANT had elected him as president and the Board congratulated Adam. The transition to ADP was a bit painful, but went through.

#### **F. COMMITTEE REPORTS**

There were no reports.

#### **G. CONSIDERATION OF HEALTH INSURANCE PREMIUM CONTRIBUTION**

Adam reported that flexible spending was cut and that health insurance hit a snafu and our rates increased 66% from the original quote because someone, probably Odyssey, went out for bid to get rates for NTRLS. Adam accepted a lesser plan to keep annual premiums the same for the System. The Board agreed to keep the contribution at the current level and not increase it.

The Merit Point system was also discussed at this time. Carl Campbell asked if this would affect NTRLS financially in the long run. Adam offered to set up a tracking system.

Also discussed at this time were the NTRLS @ Your Library applications that came in and the criteria of how we chose Mineral Wells.

#### **H. CONSIDERATION OF TUTOR.COM CONTRACT**

Ten of the libraries signed and returned their agreements with Arlington Public Library wanting the wording changed in the contract. The cons to accommodating Arlington are that it leaves the System more open to liability and it may encourage other libraries to want to adjust their individual contracts. The pro is that if Arlington is part of the SILS, overall prices for smaller libraries would decrease. Barbara Chayer took a vote and all were in favor of not changing the contract wording.

#### **I. CONSIDERATION OF SELECTION COMMITTEE RECOMMENDATIONS**

There were no recommendations yet, but an interview was being conducted after the Board meeting.

**J. DISCUSSION OF SYSTEM DEVELOPMENT PLAN – WEBSITE BANNER ADS**

There was discussion regarding whether to charge a flat fee or a per click fee. Barbara Chayer had the idea of charging a flat fee up until a certain numbers of clicks, then charge per click. Adam thought that was a great idea. Barbara asked for a vote of how many were in favor of going forward with the banner ads and all were in favor.

At this time, Adam Beatty’s bonus plan was discussed. It was agreed to pay him half of what is charged for enhanced IT services he provides in his off time for libraries and the bonus monies will be taxed. He will not perform any of these duties on NTRLS time and those hours will be documented separately.

**K. DISCUSSION ON AUTHORIZING EXECUTIVE DIRECTOR TO SIGN ALL ENHANCED SERVICE OFFERING AGREEMENTS**

Adam reported the Bylaws state that agreements can only be signed by the Chair of the Board except in cases where the Board of Directors authorizes the Executive Director to sign. Adam will report to the Board on all agreements he signs. This will allow NTRLS to act in a timely and take “no left turns.” Pat Jefferson moved to authorize Adam Wright to sign agreements. Meg Barrow seconded. The motion passed.

Also discussed at this time was the requirement of Board approval for Adam or Carolyn to sign any check over \$1,000.00. Adam wanted to keep the requirement for transparency purposes. There was no change to the procedure.

**M. PUBLIC PARTICIPATION**

There was no participation.

**N. ANNOUNCEMENTS**

There were no announcements.

**O. ADJOURNMENT**

The next meeting was set for January 24, 2008 at 10:00 a.m. Barbara Chayer adjourned the meeting at 11:40 a.m.

Approved by \_\_\_\_\_

Date \_\_\_\_\_