

MINUTES

The **Rogers Library Board of Trustees** met for a regular session on April 20, 2021 at 6:30 PM. The meeting was called to order by .

VIRTUAL ATTENDEE INSTRUCTIONS:

Meeting Instructions

Attendees do not need to register for this Zoom meeting in advance. The link will direct you to the webinar at the time of the meeting.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83268194496>

Or One tap mobile:

US: +13017158592,,83268194496# or +13126266799,,83268194496#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833

Webinar ID: 832 6819 4496

International numbers available: <https://us02web.zoom.us/j/83268194496>

Virtual Participation

- Library Staff and Trustees are the only visible attendees. All attendees are automatically muted and invisible to others upon entry. Staff will enable/disable talk for each speaker.
- If representing an agenda item or speaking in a public hearing:
 - o Click RAISE HAND when prompted by the chairman. Staff will enable speaking for your presentation and disable speaking when done.
 - o DIAL *9 TO RAISE HAND if attending meeting by phone.

CALL TO ORDER:

6:35pm by Brice Wagner.

ROLL CALL:

- The following Board members were present: Richard Bland, Steve Hardin, Cindy Holmer, Caroline Smith, Giulana Tartarini-Field, Judy Tobler. and Brice Wagner.
- The following RPL employees were present: Library Director Judy Casey, Assistant Director Hannah Norris Milligan, and Administrative Assistant Sami Espenschied.
- The following City of Rogers employee was present: Jennifer Moore.

PUBLIC FORUM:

None.

FOUNDATION BOARD:

Reported by Judy Casey.

- Top Chef event will be Friday, October 29, 2021 at Metro Appliances.
- Trying to do more online fund-raising.
- Next meeting is a week from last night.
- Still meeting virtually, but plan to start meeting in person over the next two months.

FRIENDS OF THE LIBRARY:

Reported by Judy Casey.

- Joe Harner was the new President, but for person reasons has stepped down.
- Melanie Botts is acting President and Bookstore Manager.
 - Picks up donations from RPL weekly.
 - Friendly Bookstore practicing social distancing.
- Provided grant to RPL for SRC (Summer Reading Club) and LinkedIn Learning, formerly Lynda.com (\$13,125).
- Lease up next year and considering relocating. The building sold by owner and not being upkept.
 - Brice Wagner asked how big of a building they are seeking.
 - Approximately seeking 3,000-sqft per Judy Casey.
 - Brice Wagner asked how donations are coming.
- When they are open, they are receiving several donations. They want to continue to give RPL money.

SECRETARY'S REPORT:

Motion by Richard Bland: The minutes of the last meeting, March 16, 2021, are to be approved as submitted.

Second by Brice Wagner.

Approved unanimously. Minutes adopted.

1. Minutes from the March 16, 2021 Board Meeting
Motion by Caroline Smith.
Second by Steven Hardin.
Approved unanimously.
2. Minutes from the March 30, 2021 Board Meeting
Motion by Cindy Holmer.
Second by Judy Tobler.
Approved unanimously.

FINANCIAL REPORTS:

- Special thanks by Judy Casey to Sami Espenschied for keeping up with our balance sheet and other reports.
- Still in good shape financially regarding expenditures.
- Building & Grounds Expenditures will appear to be head in percentage to YTD because we are having budgeted (Category B) items taken care of.

DEPARTMENTAL REPORTS:

- Judy Casey appreciates Hannah Norris Milligan and other department heads for their detailed reports.
- Tatiana Morales is being a dynamo doing a fantastic job thus far. Already has plans for next month, a survey for hours, and many other projects. She will start attending the Farmer's Market in May 2021.
- Evan Day has really been working virtual programming for the teens. Judy Casey is very proud of him.

DIRECTOR'S REPORT:

See Old and New Business sections.

OLD BUSINESS:

1. Reopening Plans

Reported by Judy Casey.

- Opened from 10:00am-6:00pm yesterday. Opened public restrooms. Limited seating in Children's.
- Judy Casey's been corresponding with Mayor Greg Hines and has his approval to do this recommendation with the Board's approval:
 - On June 1, RPL will go back to being open 9:00am-9:00pm Monday through Thursday and 9:00am-5:00pm Friday/Saturday. Open these hours as long as nothing else happens for programming.
 - Limited in-person programming with social distancing and registration for the programs.
 - Will follow whatever mask mandates are in place.
 - Most staff have received all doses of the vaccines.
 - Two of Circulation positions filled. Looking through applications for the other open positions.
 - Reviewing applications for other Circulation position and the two Teen positions. If need additional applicants, we will post the Teen positions.
 - Have increased the number of available computers. Still must register to use them.
 - Bookdrops are open 24/7 again. Still quarantining materials.
 - Still doing contact tracing for patrons and others entering the building. This will probably stop in June.
 - Will we almost be back to normal (historical) hours in June.
 - Judy Casey has not talked to Mayor Hines about Sunday hours yet. Sundays in the summer are typically slower. Judy Casey asked the Board if they want her to request opening on Sundays 1:00pm-5:00pm prior to Fall 2021.
- Judy Tobler asked if anyone has inquired about RPL being open on Sundays.
 - Judy Casey replied, "Not yet." and added that she is comfortable with either opening on Sundays in the Fall or June 1 pending the Board's approval. She spoke with a patron in the building who thanked us for being safe and taking reservations. Patron expressed particularly being appreciative for the spacing out (between people). Sundays give training time for newer staff. She and Assistant Director Hannah Norris Milligan discussed remaining closed on Sundays through August 2021 when school starts back.
 - Giuliana Tartarini-Fields asked if it's worth the money to be open on Sundays considering the operations cost factor.
 - Judy Casey replied that it is during the school year and that when she started as Director it was the most requested services that we didn't offer. Judy discussed that the hours per Circ are good during the school year, but not as many come in during the summer. Overall, the cost is not as expensive for us as some other libraries due to our layout.
 - Giuliana Tartarini-Fields observed and requested an analysis of Sunday and other busy times. She continued to express concern that if this is a slower time, then perhaps there is another time or better use of our resources.

NEW BUSINESS:

1. American Rescues Plan Act

- Getting information next week per Judy Casey. She anticipates \$30,000, but exact amount is TBD.
- Tight timeframe to gather required data and information and apply for grant.
- If grant approved and the City will partner with us, we will receive mobile hotspots. Will need service plans. Hotspots are one of the top 3 requests from patrons. Equipment is not bad, but the grant will only cover service for the first year.
- Multicultural Librarian Tatiana Morales will be conducting off site technology trainings. Grant will provide computers for her to utilize for the trainings.
- Systems Manager Hisham Makki will check for possible increase in internet speeds.
- Two topics came up for interest:
 - Community Wellness
 - Mobile Hotspots
 - Judy Casey asked the Board for additional topics of interest on behalf of the community.
- Giuliana Tartarini-Fields returned to a previous meeting question about RPL being able to accept payments online. She gave an example of her family members who love the library want to donate money to the library which would be easier if could online.
- Judy Casey updated that for the past couple of years City Finance department has looked and there are rules holding us back at this point.
- RPL Foundation can take online donations. All donations to the Foundation is for RPL.
- We cannot take credit card payments for Friends bookbag sales due to auditing issues.
- Judy Casey spoke of examples of strict federal requirements for certain grants.
- Seeking other electronic materials and items such as electronic books which so many are metered and expire.
- This is probably a once in a lifetime opportunity for public libraries.
- Richard Bland expressed that he doesn't feel that ebooks are a problem if used within our time limit.
- eRate application discussed by Judy Casey.
- Estimated \$190,000 spent last year on ebooks and eaudio.

2. Director's resignation and retirement

- Judy Casey officially announcing her resignation and retirement. Her last day will be Friday, July 30, 2021. She has been a public librarian for 40 years and a librarian for 45 years. RPL's Library Director for 21 years.
- Hannah Norris Milligan is interested and will apply. There may be a few others internally.
- Judy Casey recommends posting the position open and advertised to the public due to the level and requirements of this position. Advertise through ALA (American Library Association) and ArLA (Arkansas Library Association) in addition to City posting. She also recommends allowing HR to assist with the process and involve the Mayor. The City provides over 25% of our funding. A director cannot be effective without good relations with City Administration. She believes that Mayor Hines will have additional insight to the position and that he is willing to provide it. Mayor Hines has recognized that you are a governing Board and appreciates you. Mayor Hines requests to have some input during this process and asked that the Board recommend how we proceed. She noted this allots 3 months to fill her position, but is not certain that will be enough time at this level. She has been working with Assistant Director Hannah Milligan as back up.
- Judy Casey continued, "If you do not have the position filled by her retirement date, you will need to appoint Hannah as an interim director to ensure that RPL does not loose State Aid. State Aid requires that the Library Director hold an ALA accredited MLS/MLIS degree which Hannah does.
- Brice Wagner expressed his and the Board's appreciation of her service and a job well done.
- Guilana Tartarini-Fields expressed her appreciation for Judy Casey's teaching and patience.
- There are a few processes that Judy Casey has already discussed with the Board prior that she is recommended they continue to work on with the new Director to complete. She has shared them with Assistant Director Hannah Norris Milligan for your reference.
- Judy Casey is and has been training Hannah Norris Milligan to be Interim Director until the position is filled. Judy stated that Hannah has been doing a great job.
- Brice Wagner asked how quickly can the position be posted as the Board would like it filled as soon as possible.
- Judy Casey stated that if the job description does not have to be rewritten, then likely the first week of May. ALA posts cost and takes about a week to post. Will also post on ArLA's board.
- Brice Wagner asked how long to keep it open.
- Judy Casey stated at least 4-6 weeks typically is how long it takes to receive a good amount of qualified applicants -- a minimum of 4 weeks based upon the Assistant Director and Systems Manager positions' hiring. Reminded that if you have out-of-state (travelers) you have to allot them time to get here for an interview.
- Brice Wagner discussed the timeline. He estimated that June 1 might be the first time for interviews.
- Judy Casey recommended at this level to have two rounds of the process. First, phone interviews, then shorten the selection down to 3-6 applicants. Second, in-person interviews.
- Brice Wagner asked about the City screening person.
- Judy Casey explained that the City had started for leadership positions sending a link to

A. Interim Library Director

See section on Director's Retirement.

ADJOURN:

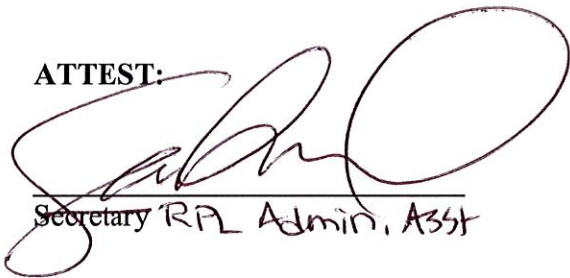
1. Adjourn vote

Motion by Judy Tobler to adjourn.

Second by Giuliana Tartarini-Fields.

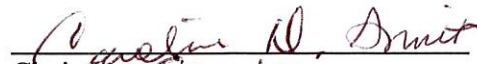
Unanimously approved.

ATTEST:



Secretary RPL Admin. Asst

APPROVED:



~~Chairman~~ Secretary
4/18/21