

MINUTES

The **Rogers Library Board of Trustees** met for a regular session Virtual via Zoom. on May 18, 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/88199609177>

Or One tap mobile :

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Webinar ID: 881 9960 9177

International numbers available: <https://us02web.zoom.us/j/kd5g440HmY>

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:
 - Click RAISE HAND when prompted by the chairman. Staff will enable speaking for your presentation and disable speaking when done.
 - DIAL *9 TO RAISE HAND if attending meeting by phone.

CALL TO ORDER:

The meeting was called to order by President Giuliana Tartarini-Fields at 6:33pm CT.

ROLL CALL:

Board Members Present: Richard Bland, Stephen Hardin, Cindy Holmer, Caroline Smith (late), Giuliana Tartarini-Fields, & Judy Tobler.

Board Member Not Present: Brice Wagner

RPL Staff Present: Judy Casey, Library Director; Hannah Norris Milligan, Assistant Director; & Sami Espenschied, Administrative Assistant.

City of Rogers Staff Present: Jennifer Moore

PUBLIC FORUM:

FOUNDATION BOARD:

Reported by Library Director Judy Casey.

Judy Casey reported.

- The annual Top Chef event will be on October 29, 2021.
 - They are still accepting items for the silent auction/prizes.
 - Last time, a Walmart chef participated.

FRIENDS OF THE LIBRARY:

No April meeting.

No April meeting.

SECRETARY'S REPORT:

Motion by Steve Hardin to approve the April 20, 2021, minutes as submitted.

Seconded by Cindy Holmer,

Voice Vote: Approved unanimously.

1. Approve Minutes from April 20, 2021 Board of Trustees Meeting.

Motion by Steve Hardin to approve the April 20, 2021, minutes as submitted.
Seconded by Cindy Holmer,
Voice Vote: Approved unanimously.

FINANCIAL REPORTS:

Judy Casey and Hannah Norris Milligan worked with CFO Casey Wilhelm on obtaining all needs for accepting online credit/debit card payments.

1. Revenue Report
2. Balance Sheet
3. City Printouts

DEPARTMENTAL REPORTS:

Judy Casey reported.

- Statistics: We are starting to build back up after last year (i.e., COVID-19 closure).
- Judy Casey has been hearing people express their excitement for summer (Summer Reading Club).
 - ORT (Ozark Regional Transit) has added a new bus stop in front of RPL on Sycamore.
- Children's Report
- Currently, their report is quite long, but they are working on a revised format that will meet our annual reporting requirements.
 - Giuliana Tartarini-Fields asked why there are zeros on p. 26, Young Adult report.
- Judy Casey explained that last year was In-house therefore none (last year) and none this year. Then added that p. 27 is Young Adult Librarian Evan Day's equivalent to Children's report.
 - Giuliana Tartarini-Fields expressed that she wants us to promote Hispanic electronic resources and by age groups.
- Judy Casey reminded that we offer Niche Academy and other electronic resources.
 - Judy Casey added that (in general) we are trying to merge several of our reports.

DIRECTOR'S REPORT:

Judy Casey reported.

- Sent out a press release today that RPL will open back up on June 1, 2021, to full hours. No masks required.
- We are getting the word out on social media, the City website, and at the schools.
 - Limits on number of people by room:
 - 25 in Community Room
 - 6 in Glotzbecker
 - 2 in Study Rooms (2 each room)
 - Giuliana Tartarini-Fields asked how staff feel about the "no mask" part.
- Judy Casey stated that this was discussed in the Department Head/Leadership Team meeting.
 - Judy Casey said a special, special thanks for your dedication and service to the community.
- Federal Grant
- Deadline is June 15, 2021.
 - We are allowed to use the money towards our webpage. Judy Casey noted that Whytespyder (former host) in hindsight was more proprietary.
 - We will be hosting locally (Fayetteville, AR).
 - No more HostGator.com or any other larger corporations with the legal issues.
 - Over \$55,000 AARP Funds
 - To be used on: an outside (movie) projector and screen, mobile hotspots (loaning to patrons), and eBooks and eAudiobooks.
 - In addition, City IT Director Ryan Breese has 6 hotspots that we can use, then reimburse him from the grant.
 - Giuliana Tartarini-Fields asked how RPL's bandwidth is with everything.
 - Judy Casey explained:
 - The problem is e-rate and our 3-year contract. The State Library's person told us to wait until the 3-year contract is up.
 - We need switches to increase our in building (internet) speed. This is about \$3-4,000 with a 60% discount.
 - Judy Casey asked if the Board was okay with her using Glotzbecker funds.
 - Magazines. Login to OverDrive (formerly elsewhere).

Motion by Steve Hardin to allow Library Director Judy Casey to spend up to \$2,500 of Glotzbecker funds.

Second by Judy Tobler.

Approved unanimously.

1. Annual State Library Survey 2020

- Included in Board packet.
- Discussed annual report does not become available to the Library Director until February or March for Judy Casey to begin to complete.

OLD BUSINESS:

1. Filling Director's Position

Judy Casey reported.

- Human Resources (HR) Director Thomas Dunlap has received about 16-17 applications, but only 3-4 appear qualified. Thomas will be doing the initial calls.
- There is a man from Thailand who has applied. He has worked in the State previously.
 - Assistant Director Hannah Norris Milligan has applied.
 - Job description posted on:
- ALA (American Library Association) job website. This expires 5/28/21, but will reach approximately 1,200-1,300 members.
 - ArLA (Arkansas Library Association) website
 - City of Rogers' job website
 - Delays HR must also fill these positions:
- Chief of Police
- HR Coordinator (i.e., Thomas Dunlap's right hand woman as her last day is Friday)
 - Special Meeting of the Board must have a press release 3 days before it is scheduled to occur. The process was discussed further.

2. Board of Trustees Bylaws

Judy Casey asked the Board if they still wanted to discuss the By-laws tonight or wait until next month.

- Giuliana Tartarini-Fields requested waiting until next meeting when Brice Wagner and Caroline Smith can attend.
- Judy Casey stated that she will send out the State Code again (for review).
- Steve Hardin asked if there is any new legislation that effects the By-laws.
- Judy Casey stated to look at the Libraries and Municipal Libraries sections which are where RPL falls.
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NEW BUSINESS:

1. Board Portal for CivicClerk

Jennifer Moore provided the Board with a brief overview of the City of Rogers' new CivicClerk online software for recording board meetings.

- Showed website location to access from both Public and Board views.
- Next Board Meeting in person Jennifer Moore will provide hands-on training (laptops) in the RPL Community Room for the Board.

ADJOURN:

1. Vote to adjourn.

Motion by Richard Bland to adjourn.

Second by Cindy Holmer.

Approved unanimously.

ATTEST:


6/10/21
~~Secretary~~ RPL Admin. Asst.

APPROVED:


~~Chairman~~ Secretary
6/15/21