

MINUTES

The **Rogers Library Board of Trustees** met for a regular session 711 S. Dixieland Rd / Rogers, AR Glotzbecker Conference Room on January 17, 2023 at 6:30 PM. The meeting was called to order by .

ROLL CALL:

Board Trustees Present: Stephen Hardin, Caroline Smith, Judy Tobler, Debbie Woehr

Board Trustees Not Present: Richard Bland, Cindy Holmer, Brice Wagner

City Hall Not Present: Bailey Crossett

RPL Staff Present: Sami Espenschied, Hannah Norris Milligan, Joy Poynor

PUBLIC FORUM:

None present.

SECRETARY'S REPORT:

1. Approval of November 15, 2022 Board Minutes. (No December Mtg)
Motion by Judy Tobler, second by Debbie Woehr to Approve the Minutes of the November 15, 2022 Board of Trustees Meeting.

FOUNDATION BOARD:

Reported by Hannah Norris Milligan.

- No November meeting.
- They voted online to approve grants for:
 - [Tutor.com](https://www.tutor.com)
 - Staff holiday gift of RPL logo, gray cardigan

FRIENDS OF THE LIBRARY:

Reported by Hannah Norris Milligan.

- Friends President Carole McCutcheon had a prior commitment this evening.
 - Carole invites each of you to the annual Friends of RPL Board meeting at RPL on Monday, January 23, at 9:15am.
- Beginning January 2, 2023, The Friendly Bookstore returned to pre-pandemic open hours from Monday through Saturday, 10:00am - 4:00pm.
- They are having a Book Fair with RPL and Ozark Brewing Company (OBC) at OBC on either February 8th or 9th.

FINANCIAL REPORTS:

Reported by Hannah Norris Milligan.

- Revenue for year-end 2022 was more than anticipated; even State Aid was more.
- (p. 8) Electric Utilities and Natural Gas Utilities expenses were in the negative because of our HVAC issues back in the summer, but now we have a new HVAC system.
- Judy Tobler commented that the prices of (natural) gas are high all over.
- Steve Hardin asked about the amount of the mileage increase.
 - Hannah Norris Milligan referred to page 7 for the Property Tax revenues and explained her budgeting rationale.
 - Steve Hardin commented that we should have a conservative (revenue) budget for 2023.
- We carried forward the FY 2022 budget for tuck work on the brick wall in the garden area.
- FY 2022 we used up most of the Book (Fund) budget. FY 2023 we have a \$350,000 budget which Hannah will spend more than 2022 on eBooks and eAudiobooks.
 - Hannah had a meeting with staff today on the FY 2023 Book (Fund) budget.
- Hannah noted that with the 32 funds, that you never know year-to-year what to budget because each year brings new Friends and Foundation grants.
- Steve Hardin asked about the frequency of public computer updates.
 - Hannah explained that our previous Systems Manager left and then staff didn't know what to do. Now, City IT helps us. City IT Director Ryan Breese said that we can have one of his team members part-time, but that employee will reside at City IT.

DEPARTMENTAL REPORTS:

Reported by Hannah Norris Milligan.

- Judy Tobler asked if Hannah has noticed big changes over the last two years.
 - Hannah replied, "Yes, a slow increase." She added that she compares current numbers with 2018-2019 (i.e., pre-pandemic numbers). Hannah noted that this morning (MLK holiday weekend) the bookdrops were overflowing and in recent days prior we have had many full book trucks (carts) of returns (i.e., seems to be picking back up).
- Steve Hardin asked if curbside pick-up is still utilized.
 - Hannah answered, "Some, yes." She would like to continue (offering curbside) and noted that additionally we offer curbside pick-up for craft kits to take home.

DIRECTOR'S REPORT:

Reported by Hannah Norris Milligan.

- Employee Position Updates
 - The Multicultural Librarian position began as a grant from Walmart and has become a permanent, full-time, City-funded position for FY 2023.
 - Our first librarian was Tatiana Morales who moved to another opportunity.

- Rosa Gesserina-Guevara took Tatiana's place some time ago and will be continuing in this permanent position.
 - Kathy Roskam retired last month. Her position was a 28HR Library Assistant 2 in Circulation. Current employee Yudit Tijerina promoted in hours from her 24HR Library Assistant 2 in Circulation position, which leaves it open to fill. However, we have been interviewing and are pending a background check.
 - Former (retired) RPL employee Janis Reves is coming back to work for us as a Substitute.
- RPL was represented at the Rogers Christmas Parade 2022. We drove a golf cart that pulled a small trailer. It was decorated with inflatables and signage.
- Hannah Norris Milligan and Joy Poynor met with Marketing Specialist Samantha Smith to create marketing procedures to ensure consistent use of RPL branding.
- Narcan Training was taken by Hannah Norris Milligan, Joy Poynor, Amber Aultman (3rd in command), Tamara Sipes, and Lesley Knieriem.
- Steve Hardin asked if we have a defibrillator.
 - Hannah Norris Milligan responded that we do not, but that emergency medical staff are very quick to respond.
 - Joy Poynor added that she had worked for a city that their issue was having the batteries changed frequently.
 - Debbie Woehr noted that BFD (Bentonville Fire Department) owned this "process".
- Debbie Woehr said, "Thank you for the patron comments at the end (of the board packet)." She found them uplifting and made her proud.
 - Judy Tobler agreed with Debbie and added that it is "Good to be present. Like at the Christmas parade."
- Debbie Woehr asked if there is professional development opportunities for Board members.
 - Hannah replied that there are many offered by the ASL (Arkansas State Library) and ArLA (Arkansas Library Association).
 - Steve Hardin commented that he was on the Northeast Arkansas Board of Libraries and they offered training.
 - Debbie Woehr requested more information on censorship.
 - Steve Hardin requested even general information/training.
 - Debbie Woehr expressed interest in educating the public on the pros of options at RPL.
 - Steve Hardin asked if a lunch or dinner for all City Boards is still held.
 - No one was certain, but all agreed those events may have been held pre-pandemic.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

ADJOURN:

1. Motion to adjourn.

Motion by Caroline Smith, second by Judy Tobler to Adjourn.

ATTEST:

Caroline D. Smith
Secretary

APPROVED:

Eric R. Wagner
Chairman

2-21-23