

MINUTES

The **Rogers Library Board of Trustees** met for a regular session 711 S. Dixieland Rd / Rogers AR Glotzbecker Conference Room on July 18, 2023 at 6:30 PM. The meeting was called to order by Brice Wagner.

ROLL CALL:

1. Roll Call

Board Present: Richard Bland, Stephen Hardin, Cindy Holmer, Brice Wagner, Debbie Woehr

Board Not Present: Caroline Smith, Judy Tobler

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

City Present: Bailey Crossett

PUBLIC FORUM:

None present.

SECRETARY'S REPORT:

1. Motion by Stephen Hardin, Seconded by Richard Bland, Action: Approve minutes from the June 20, 2023 meeting with the correction of "reciprocal cards are free not \$5.00".

Voice Vote:

Yes: Cindy Holmer, Brice Wagner, Stephen Hardin, Debbie Woehr, Richard Bland

No: None

Abstain: None

Motion approved unanimously.

FOUNDATION BOARD:

Reported by Hannah Norris Milligan.

- Preparing for Top Chef event on Friday, October 27, 2023 at 6:30pm at Metro Appliances.
 - Ticket pricing is \$75-100.
 - VIP Tickets allow you to go upstairs where there is extra food and beverage and swag bags.
- Next week is their next meeting. RPL Board Trustee to attend is Debbie Woehr.

FRIENDS OF THE LIBRARY:

Reported by Hannah Norris Milligan.

- The Bookstore Manager moved out-of-state and now four people are splitting up the workload.
- The Bookstore is closed on Mondays due to lack of volunteers.
 - Volunteers are down due to the scare of the pandemic (COVID-19) and have not returned to previous numbers.
 - Shifts are 3-4 hours.

FINANCIAL REPORTS:

Reported by Hannah Norris Milligan.

- Glotzbecker Trust
 - Page 10. \$106,000 in the Glotzbecker Trust expenditure account.
 - The RPL Foundation manages the trust and provides monthly and annual interest checks to RPL for use in the Glotzbecker Trust expenditure account (AKA: 32 Account).

- Brice Wagner requested that Hannah find out the balance of the trust and bring the answer to the next meeting.

DEPARTMENTAL REPORTS:

Reported by Hannah Norris Milligan.

- Summer Reading Club participation has increased greatly this year in all departments (i.e., adults, teens, and children's).
 - George Reader, magician, is tomorrow.

DIRECTOR'S REPORT:

Reported by Hannah Norris Milligan.

- Staff In-Service Day and Building Repairs
 - We will close on Friday, September 1 & Saturday, September 2 for Staff In-Service Day and building repairs.
- Kiosk Move
 - Last week, D-Tech (New Jersey) was in Rogers to look at the kiosk at the RAC (Rogers Activity Center).
 - Kiosk was hardwired. Electrician will disconnect tomorrow.
 - Streets will then move the kiosk from the RAC to RPL in the Community Room.
- Community Garden at RPL
 - City Parks/RAC Wendy Jones is working with Hannah to get raised beds installed at RPL for the Community Garden for all ages.
 - Hannah has many \$4-5 packets of heirloom seeds in her office to use.
 - Brice Wagner asked what types of seeds they are?
 - Hannah replied: veggies, herbs, and flowers.
- iPads are on the study room doors. (Patrons will be able to check in/out of the rooms on the iPads.)
- 3 position vacancies. Lots of applicants.
 - Library Assistant II / 25HR - Circulation
 - Library Assistant II / 24HR - Circulation
 - Library Assistant II / 24HR - Children's

Motion by Steve Hardin to approve RPL being closed on Friday, September 1 and Saturday, September 2, 2023 for Staff In-Service Day and building cleaning and repairs.

Second by Cindy Holmer.

Approved unanimously.

OLD BUSINESS:

1. Strategic Plan survey update.

Reported by Hannah Norris Milligan - Strategic Plan Survey

1. Requested that each Board Trustee complete the survey if they have not.
2. Hard copies are at the Reference Desk.
3. Hannah would like to keep taking completed surveys through the end of the month.
4. Brice Wagner noted that the survey only took him about 30 minutes to complete.
5. Debbie Woehr agreed that taking the survey did not take as long as anticipated.

NEW BUSINESS:

1. Policy Revisions for Approval-out-of-date policies need revision for clearer guidelines.

Presented by Hannah Norris Milligan: Four Policy Revisions to bring clearer guidelines and modernizing.
NOTE: Two copies of each policy were provided at the meeting. The top copy for each policy has Hannah's recommendations in red type. Hannah met and worked on the revisions with department heads.

- Code of Conduct

- Brice Wagner questioned "enhanced concealed carry" (guns).
- Bailey Crossett stated that "at this time we, Legal, do not allow."
- Brice Wagner requested a re-check on current Arkansas law as his understanding of the law is different for "enhanced concealed carry" versus "concealed carry".
- Much discussion was had.
- Last page, "in person", please keep it.
- Bailey Crossett recommended that the Board table this policy approval until the next meeting after clarification is brought.

Motion by Cindy Holmer to table approval of this policy.

Second by Richard Bland.

Approved unanimously.

- Internet/Computer Acceptable Use Policy

- Mainly took out wording to bring this policy to current terminology.
- Cindy Holmer asked, "Do patrons have access to this policy?"
- Hannah answered, "When they violate the policy," and added that all policies need to be on our website, but are not yet.
- Steve Hardin said, "What if we just made it (the policy state) users must be in compliance with all Arkansas and Federal laws regarding the use of the material as now are herein and hereafter enacted," because this is probably going to change.
- Much discussion was had.
- Cindy Holmer asked if there was a reason the policies are not on our website.
- Hannah explained that we need a new website. We are working on it. Her goal is to get the policies updated, then get everything current and get it up on our website so the public can see.
- Hannah liked what Steve said.
- Steve amended that we could say, "including, but not limited to," and then list the laws. This would probably keep us in compliance. Add "as amended".

Motion by Cindy Holmer to table approval of this policy.

Second by Richard Bland.

Approved unanimously.

- Wireless Internet Acceptable Use Policy

- The italicized, red font is our statement that you see when you log into our wi-fi.
- Much discussion was had.

Motion by Steve Hardin to approve the revised Wireless Internet Acceptable Use Policy as is, with the correction of "is" changed to "are" in the third paragraph "Library staff are...".

Second by Cindy Holmer.

Approved unanimously.

- Rogers Public Library Homebound Services Policy

- Hannah totally rewrote this policy based upon her seven years of experience in Circulation and this policy was written/updated last in 2004.
- We cannot deliver outside the city limits.
- We have a designated employee for homebound services.

- Circulation Supervisor Dessie Wewers created two forms based upon area library forms. Patrons ask for them all the time.
- Steve Hardin asked us to consider the COVID-19 pandemic that we have been through. He recommends an escape clause for health and safety in the Staff Delivery and Pick-Up Procedures.
- Much discussion was had.

Motion by Richard Bland to table approval of this policy.

Second by Cindy Holmer.

Approved unanimously.

ADJOURN:

1. Vote to adjourn.

Motion by Richard Bland, Seconded by Cindy Holmer, Action: Adjourn

Voice Vote:

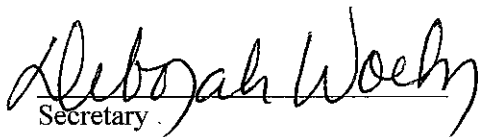
Yes: Cindy Holmer, Brice Wagner, Stephen Hardin, Debbie Woehr, Richard Bland

No: None

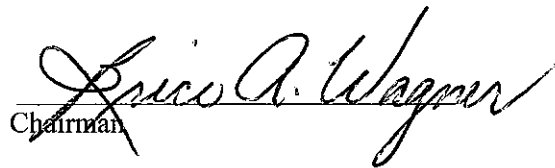
Abstain: None

Motion passed to adjourn.

ATTEST:


Secretary

APPROVED:


Chairman