MINUTES

The **Rogers Library Board of Trustees** met for a regular session 711 S. Dixieland Rd / Rogers AR Glotzbecker Conference Room on August 15, 2023 at 6:30 PM. The meeting was called to order by Richard Bland.

ROLL CALL:

1. Roll Call
   Board Present: Richard Bland, Stephen Hardin, Cindy Holmer, Debbie Woehr,
   Board Not Present: Caroline Smith, Judy Tobler, Brice Wagner
   RPL Present: Sami Espenschied, Hannah Norris Milligan, Joy Poynor
   City Present: Bailey Crossett

PUBLIC FORUM:

None.

SECRETARY'S REPORT:

1. Approve minutes from the July 18, 2023 meeting.
   Motion by Stephen Hardin to approve the July 18, 2023 minutes.
   Seconded by Debbie Woehr.

   Voice Vote:
   Yes: Richard Bland, Stephen Hardin, Cindy Holmer, Debbie Woehr
   No: None
   Abstain: None
   Motion Approved.

FOUNDATION BOARD:

Reported by Debbie Woehr and Hannah Norris Milligan.

- Minutes approved.
- Discussion of Top Chef event
  - Question from Richard Bland if complementary tickets would be offered to Trustees again this year.
  - Hannah Norris Milligan responded yes, but there had been issues with emails that were sent bouncing back. She requested alternative email addresses from Trustees for the invites and future communication. Trustees agreed.
- Hannah Norris Milligan added that the RPL Foundation approved a grant to fund an add-on kiosk license to the existing ILS Atriuum to get the book locker functional again.
- Hannah Norris Milligan commented that it is the busy time of year for the Foundation as they finalize details for the Top Chef event on October 27th.

FRIENDS OF THE LIBRARY:

Reported by Hannah Norris Milligan.

- The Friends approved a grant to fund staff lunches for In-Service Day for September 1st.
- Store being managed by four long-time volunteers.
- They are still closed Mondays due to lack of volunteers.
  - Richard Bland asked if Trustees could volunteer and Hannah Norris Milligan responded that she did not think it would be a conflict of interest.

FINANCIAL REPORTS:

Reported by Hannah Norris Milligan.

- Stephen Hardin asked if we have any indication if the millage will increase back to what it was.
  - Hannah Norris Milligan said no indication.
  - Stephen Hardin commented that with the rapid building growth that we (the library) should be getting more.

DEPARTMENTAL REPORTS:

Reported by Hannah Norris Milligan.

- No comments.

DIRECTOR'S REPORT:

Reported by Hannah Norris Milligan.

- Book kiosk at RAC was repaired and is functional. Was moved to the library location by City Streets department. Amber Aultman, Emerging Technologies Librarian is working on getting it synced with the library ILS with the assistance of Logan from City IT. Need to get it working with the ILS before we invest more funds. Will ask Foundation for a grant for the add-on kiosk license, and if successful will add-in yearly fee in City budget.
  - Debbie Woehr asked what the computer was.
  - Hannah Norris Milligan explained that it is a book locker system for patrons to pick up holds. It was originally intended to be used at an alternative location, but did not operate correctly with the former ILS and maintenance funds from the Friends were discontinued. Before Covid pandemic, the RAC inquired about the future of the kiosk. Hannah Norris Milligan stated that it needed to be addressed and this is the current solution.
  - Stephen Hardin asked if a patron could go online and request a book for pickup in the kiosk. Hannah Norris Milligan responded that is the idea. Any physical item can be picked up using the kiosk.
  - Cindy Holmer asked if it would be inside the building.
  - Hannah Norris Milligan answered that if we could get it working it would be located outside of the front entrance. If we can't get it working she will ask City Council permission to get rid of it-but that is not what she wants to do and is hopeful that it will become operational again.
  - Richard Bland commented that back in 2015 it was a fairly expensive investment.
- Still working on the Strategic Plan update. Currently occupied with the annual budget, so it has been put on hold until next month.
- Working on 2024 annual budget.
- Staffing updates-Filled two part-time Circulation vacancies. There is still a part-time vacancy in the Children's department. Sami Espenschied resigned as Administrative Assistant. The position has been posted on the City Website.
  - Trustees thanked her and wished her well.

OLD BUSINESS:

- Strategic plan will be reviewed next month.
- Request by Hannah Norris Milligan for review and approval of the revised Code of Conduct Policy.

- First statement revised by City Legal to "Weapons of any type are prohibited unless allowed under AR Law".
- Legal changed service dogs statement to include ADA.
- Highlighted other changes such as inclusion of all bug infestations.

1. Motion by Cindy Holmer, Seconded by Stephen Hardin, action: Approve Revised Code of Conduct Policy.
   Voice Vote:
   Yes: Richard Bland, Stephen Hardin, Cindy Holmer, Debbie Woehr
   No: None
   Abstain: None
   Motion Approved.

- Request by Hannah Norris Milligan for review and approval of the revised Computer/Internet Acceptable Use Policy.
  - Legal removed the specific Arkansas Codes and explanations at the end, and believes that stating "Arkansas Codes" already covers global codes.
  - Hannah Norris Milligan stated that the Codes cover violation of porn viewed on public computers-automatic banning. No exceptions.
  - Cindy Holmer asked if we could then confront patron.
  - Hannah Norris Milligan answered that yes, and she has already done that in the past.

1. Motion by Stephen Hardin, Seconded by Cindy Holmer, action: Approve Computer/Internet Acceptable Use Policy.
   Voice Vote:
   Yes: Richard Bland, Stephen Hardin, Cindy Holmer, Debbie Woehr
   No: None
   Abstain: None
   Motion Approved.

- Request by Hannah Norris Milligan for review and approval of the revised Homebound Services Policy.
  - Legal advised to remove vehicle delivery due to liability and carry out mail delivery or designated borrower pickup/drop off for homebound patrons. All "delivery" verbiage will be changed to "mail".
  - Also removed was that overdue fines will not be assessed. Staff will be aware to not let overdue fines accrue.

1. Motion by Debbie Woehr, Seconded by Stephen Hardin, action: Approve revised Homebound Services Policy.
   Voice Vote:
   Yes: Richard Bland, Stephen Hardin, Cindy Holmer, Debbie Woehr
   No: None
   Abstain: None
   Motion Approved.

NEW BUSINESS:

- Request by Hannah Norris Milligan for review and approval of the revised Collection Development Policy.
  - Removed statements and verbiage that was irrelevant. Reorganized to make it clean and succinct. Added ratings systems for AV material.

- Added in supervision of children to remind parents and guardians that they are responsible for the activities of their minor children in the library building. Raised the age for safety.
- Cindy Holmer asked if people actually drop children off and go to do errands. Hannah Norris Milligan answered yes.
- Stephen Hardin asked if there were requests for other language materials besides Spanish. Hannah Norris Milligan responded that the library received requests through the recent Strategic Plan Survey such as Marshallese. Also that the library has plans to purchase more braille materials.
- Hannah Norris Milligan stated that the Parenting Resources section still exists in the Policy, even though not physically used for the last three years. Will use again potentially for sexual education books in the Children's department.
  - Cindy Holmer said that is a wise decision.

1. Motion by Stephen Hardin, Seconded by Cindy Holmer, action: Approve revised Collection Development Policy.
   Voice Vote:
   Yes: Richard Bland, Stephen Hardin, Cindy Holmer, Debbie Woehr
   No: None
   Abstain: None
   Motion Approved.

- Request by Hannah Norris Milligan to approve pet food donations for overdue fines for patrons to honor National Library Card Sign-Up month. Rogers Animal Shelter agreed to the idea.
  - Discussion for how much to waive.
  - Discussion on commercial pet food only-no homemade, etc.

1. Motion by Cindy Holmer, Seconded by Stephen Hardin, action: Approve revised Collection Development Policy.
   Voice Vote:
   Yes: Richard Bland, Stephen Hardin, Cindy Holmer, Debbie Woehr
   No: None
   Abstain: None
   Motion Approved.

ADJOURN:

1. Vote to adjourn.
   Motion by Stephen Hardin, Seconded by Cindy Holmer, Action: Adjourn
   Voice Vote:
   Yes: Richard Bland, Stephen Hardin, Cindy Holmer, Debbie Woehr
   No: None
   Abstain: None
   Motion passed to adjourn.

ATTEST: **APPROVED:**

Deborah Woehr
Secretary

Brice A. Wagner
Chairman