



The Rogers Public Library Commission met in a regular session in the Glotzbecker Conference Room at the Rogers Public Library, Tuesday, February 18, 2020.

**MEMBERS PRESENT:**

Steve Hardin, Caroline Smith, Giulliana Tartarini-Fields, Judy Tobler, & Brice Wagner.

**STAFF:**

Judy Casey, Library Director  
Hannah Norris Milligan, Assistant Director  
Sami Espenschied, Administrative Assistant

**FRIENDS REPRESENTATIVE:**

None present

**FOUNDATION REPRESENTATIVE:**

None present

**CITY COUNCIL REPRESENTATIVE:**

None present

**PRESS:**

None present

**CALL TO ORDER:**

The meeting was called to order at 6:35 p.m.

**PUBLIC FORUM:**

None present.

**SECRETARY'S REPORT**

Motion by Judy Tobler: The minutes of January 21, 2020, are to be approved as submitted.

Second by Caroline Smith.

Approved unanimously. Minutes adopted.

## **DISCLAIMER STATEMENT**

Read by Judy Casey.

## **AFFIRMATION OF BOARD MEMBERS**

- Judy Casey introduced new Board member, Giuliana Tartarini-Fields. She works for Walmart in one of the local distribution centers.
- Judy Casey reminded the Board that we still need one more member.
- Judy Casey addressed Steve Hardin and Giuliana Tartarini-Fields to re/affirm their places in Office.
  - Judy Casey asked the Board members to affirm, "Do you agree to follow the Rogers Public Library Board of Trustees By-Laws and meet the obligations as set by the City of Rogers and the State of Arkansas?"
  - Both affirmed, "I do."

## **ROGERS PUBLIC LIBRARY FOUNDATION**

Steve Hardin reported:

- They are planning their next fund-raiser.
- Supporting the Ozark Book Authority (OBA) was discussed in detail. They decided to give OBA funds in increments in order to encourage them to locate additional sources of support.
- Judy Casey reported that their BBQ or "2<sup>nd</sup>" event has been closed down. It was supposed to be in Fall 2020.
- Judy Casey continued that they are still working with Metro to have the June 5, 2020, Top Chef annual event. Metro is helping to locate Chefs.

## **FRIENDS OF THE ROGERS PUBLIC LIBRARY**

Judy Casey reported:

- Over 1,000 volunteer hours.
- Relocation of the Friendly Bookstore is under consideration.
- Grants approved:
  - RPL Librarian I Kristin Jones to ALA (American Library Association) Mid-Winter Conference 2020.
  - RPL Systems Manager Hisham Makki to PLA (Public Library Association) Conference 2020.

## **FINANCIAL REPORT**

Judy Casey reported:

- (Property) Taxes received in January were \$113,000.
- Continuing Education already has PLA taken out.
- Judy Tobler asked why Furniture is already at 48%.
  - Administrative Assistant Sami Espenschied explained that she most of those items were 5-6 office chairs for employees who did not receive them in 2016 and that these were all specifically budgeted for 2020.
- Salaries & Wages category is different because this year we have 27 payrolls versus the normal 26 payrolls. The City did not take out FICA/APERS and such from the first payroll of 2020 since these line items are calculated on 26 payrolls.
  - Minimum wage increased this year (to \$10.00/hr).
  - Only have one vacant position. It's a Library Assistant I, 14/hr per week in Young Adults.
- Brice Wagner asked how much the original Glotzbecker donation was.
  - No one recalled the exact amount.

- Judy Casey explained that Regions Bank holds the trust. The bank decides how much we receive. Currently we receive interest.
- Noted by the Board that other local public libraries (PL) have similar financial support donors:
  - Bentonville PL has Coughlin.
  - Fayetteville PL has Blair.
  - RPL as Glotzbecker.
- Steve Hardin noted that many banks now charge a lot to manage trusts and that we should keep an eye on this expense.

## **DEPARTMENTAL REPORTS**

Judy Casey reported:

- Children's Department. Several parents shared with staff that flu and illness were bad in January. Judy Casey noted that the (TV) news recently stated that flu hasn't peaked yet.
- Black History Author Event. Brice Wagner stated this event was excellent for his family.
  - About 100 attendees.
  - Some people thought it was a drop-in event. Publicity appeared to be geared towards adults.
  - At least five (5) people want to make this an annual event.

## **DIRECTOR'S REPORT**

- Our various calendars of events were discussed.
- Multicultural Inclusion Grant was discussed.

## **OLD BUSINESS**

### **Update on New ILS (Integrated Library System) Migration by Judy Casey**

- Going Live on Monday, March 9, 2020.
- RPL will be closed on Monday & Tuesday (March 9 & 10) for staff training.
- The Friends of RPL are paying for lunch and break foods for Monday & Tuesday.
- Library card PINs must be changed for privacy. They will be defaulted to the last 4-digits of your card. Patrons may then change their number on or after March 9.
- BookSystems has been prompt to respond.
- We will use offline checkout on the Friday, Saturday, and Sunday prior to March 9 because if we download any data from these days we might lose it.
- Circulation, Hisham Makki, and Judy Casey are working on the process for issuing new library cards on those days.
- Community Notification via social media platforms and press release to news and radio stations.

## **NEW BUSINESS**

### **Potential Changes in Materials Loan Periods by Judy Casey (p. 38-41)**

- This request is because of the new ILS limitations.
- Change to 14-day loan period for the following materials:
  - All DVDs & Blu-rays
  - Electronic Games
  - New Books & Best Sellers (adult titles only for both)
    - Best Sellers after 6 months will then become 21-day loans.

Motion by Brice Wagner to approve the above loan period requests.  
Second by Judy Tobler.

Approved unanimously.

**ADJOURNMENT**

Motion by Brice Wagner to adjourn the meeting at 7:33p.m.

Second by Caroline Smith.

Agreed unanimously.

Sami Espenschied (electronic)

Prepared by Sami Espenschied

2/21/2020  
Date

Brice A. Wagner  
Approved

5-19-2020  
Date