



The Rogers Public Library Commission met in a regular session in the Glotzbecker Conference Room at the Rogers Public Library, Tuesday, January 21, 2020.

MEMBERS PRESENT:

Richard Bland, Caroline Smith, 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 6:30 p.m. by Brice Wagner.

PUBLIC FORUM:

None present.

SECRETARY'S REPORT

Motion by Richard Bland: The minutes of December 19, 2019, are to be approved as submitted.

Second by Caroline Smith.

Approved unanimously. Minutes adopted.

DISCLAIMER STATEMENT

Read by Judy Casey.

AFFIRMATION OF BOARD MEMBERS & APPOINTING OF OFFICERS

- Judy Casey addressed the current Board requesting that they (1) reaffirm their places in Office and (2) elect Officers:
 - 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?"
 - Every member present affirmed, "I do."
 - At the request of the Board members present, Judy Casey called Steve Hardin to ask if he would accept their nomination for him to be President for 2020. He accepted the nomination via phone.
 - 2020 President will be Steve Hardin.
 - 2020 Secretary will remain Brice Wagner.

ROGERS PUBLIC LIBRARY FOUNDATION

Judy Casey reported they do not have a December meeting. Their next meeting will be January 27, 2020.

- RPL will co-sponsor the "We Write For You" author event Sat, February 1 from 2:00pm – 5:00pm for Black History Month.
 - January 30 Judy Casey will be on KNWA's "Good Day NWA" show to represent the Foundation regarding this event.
- The Top Chef event will be at Metro on June 5.
- The date for the outside BBQ event at Lowell is TBD.
- Judy Tobler asked if they have any new members.
 - Judy Casey stated they have, but still seek additional members.

FRIENDS OF THE ROGERS PUBLIC LIBRARY

Caroline Smith reported:

- January 28 will be their next meeting and annual meeting back-to-back.
- Judy Casey noted that she is still pending receipt of their December Volunteer hours.
- Judy Casey added that they are recommending changes to their By-laws still.
- Brice Wagner asked what the Friendly Bookstore Hours are.
 - Judy Casey answered, "Monday – Saturday from 10:00am – 4:00pm."

FINANCIAL REPORT

Judy Casey reported:

- We exceeded our budget for millage.
- A couple of line items have been requested to carry over into FY2020:
 - Self-Checkout due to legal still in process.
 - Part of Dunk Fire & Security due to not receiving one of the parts in time.
- Big thanks to Sami Espenschied for all of her hard work on financial and Building & Grounds items by year-end.

DEPARTMENTAL REPORTS

Judy Casey reported:

- December was a very slow month. No explanation.
- Sami Espenschied included the annual Circulation statistics in the packet. We're up overall for FY2019.

- New Adult Programming by Hannah Norris Milligan (see pp. 39-40). New flyer handed out. The flyer will replace the "fat quarters" (i.e., ¼ page handouts). The events will also be listed in our monthly eNewsletter.
- Presentation in the Friends of RPL Community Room, "Facing Hard History: Racial Terror Lynching in Northwest Arkansas" on Sat/February 15 from 10:00am – noon co-sponsored by the Washington County Community Remembrance Project, affiliated with the Equal Justice Initiative and RPL. She is obtaining additional information.
- The Board asked Hannah about her new programs.
 - "Real to Reel" are monthly documentaries. She is seeking additional licensing.
 - The first showing will be on January 26 titled, "Won't You Be My Neighbor?" This is about Fred Rogers and is an AETN program.
 - The second showing will be on February 23 titled, "They Shall Not Grow Old" by Peter Jackson.
 - See handout for other programs.
- Judy Tobler asked if we can place our listing of programs in the Sunday edition of the Arkansas Democrat-Gazette's (ADG) section, "What's Up?"
- Judy Casey noted that ADG Photographer Flip did a good job covering our recent Lunch & Learn.

DIRECTOR'S REPORT

- Reference Librarian Kristin Jones will be leaving this week for Philadelphia to attend the ALA (American Library Association) Mid-Winter Conference.
- Assistant Director Hannah Norris Milligan and Systems Manager Hisham Makki will go to Nashville (TN) to attend the PLA (Public Library Association) Conference at the end of February.
- 2020 Projects to Continue:
 - 2 mobile units come with the new ILS. We won't have to take a laptop in the stacks to take inventory.
 - Move the rest of audio visual (DVDs, etc.) to the current Reference area.
- Open Board of Trustee positions (2).
 - Giuliana Tartarini-Fields may be interested.
 - Still need another.
 - Caroline Smith noted that she thought she had someone interested, but that person doesn't have time.
- Inclusion Grant.
 - We still have a decent chance to receive Walmart's Inclusion Grant.
 - Permission has been received from the City of Rogers and the RPL Foundation to use the RPL Foundation for tax purposes.

OLD BUSINESS

None.

NEW BUSINESS

Closing for Implementation & Training of New ILS (Integrated Library System) by Judy Casey

- Tentatively set training the week of Monday, March 9, 2020.
- Judy Casey notified Mayor Greg Hines that we need to close RPL both Monday and Tuesday (March 9 & 10) for all staff training, but she also needs the Board of Trustees' approval to close.
- That Wednesday through Friday we will be open while various groups of staff attend partial day trainings.

Motion by Judy Tobler to close RPL on Monday, March 9 and Tuesday, March 10, 2020 for staff ILS training.

Second by Richard Bland.

Approved unanimously.

Retention Policy by Judy Casey (pp. 37-38)

- Judy Casey spoke with BookSystems, our new ILS vendor. She is requesting the Board's approval, pending City Legal's approval to clean up patron records (per list in Board packet).
 - We have records in our system from 1997 (of unreturned items).
 - We considered things attached especially dollar amounts. We're trying to stay in compliance.
- Judy Tobler asked for clarification of "Patron Record Types – Inactive & in Good Standing".
 - Judy Casey explained these are patrons who have been in our system for at least 3 years with no fines on their account. We want to remove them from our system.
 - If they owe less than \$25.00, then after 5 years clean them up.
 - If they owe \$200.00 or more, they are at this point sent to the City Attorney's office. We may move to a collection agency in the future. If \$200.00 or more, per State Law, we are recommended to keep permanently.
- If a patron record is purged, then we will also purge the item record(s) attached to it.

Motion by Richard Bland to approve the recommended list in the Board packet pending the City Attorney's approval.

Second by Judy Tobler.

Approved unanimously.

ADJOURNMENT

Motion by Caroline Smith to adjourn the meeting at 7:11p.m.

Second by Richard Bland.

Agreed unanimously.


Prepared by Sami Espenschied

Date

2-12-2020


Approved

Date

2-18-2020