



The Rogers Public Library Commission met in a regular session in the Glotzbecker Conference Room at the Rogers Public Library, Tuesday, March 27, 2018.

MEMBERS PRESENT:

Richard Bland, Cindy Holmer, Caroline Smith, Judy Tobler, Matt Tolson, & Brice Wagner.

STAFF:

Judy Casey, Library 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 began at 6:36p.m.

PUBLIC FORUM:

None present.

SECRETARY'S REPORT

Motion by Brice Wagner: The minutes of February 20, 2018, are to be approved as submitted.

Second by Caroline Smith.

Approved unanimously. Minutes adopted.

ROGERS PUBLIC LIBRARY FOUNDATION

February and March meeting recaps are listed below as their February meeting was held after the February BOT meeting.

March Recap reported by Richard Bland:

- The \$2,000 requested grant for iPads is still pending approval.
 - Judy Casey is to provide additional information.
- Conversations author has been selected, a date and time set, theme determined, but the venue is still TBD.
 - Author Eloisa James
 - Saturday, September 22, 2018 from 4:00pm until 6:00pm
 - Theme is an English high tea.
- The budget was discussed.

February Recap reported by Brice Wagner:

- RPL Information Literacy Librarian Tamara Sipes was introduced to the Foundation Board; and, she presented Hide-A-Book Day.
 - Grab a bag to go
 - Reading Challenge
- RPL Assistant Director Robert Finch presented a mini marketing program grant request.
 - RPL Information to be distributed to new residents via local realtors and by RPL staff at apartment complexes.
 - Judy Casey added that Robert has a two-part proposal and summarized.
 - They discussed the possibility of an App versus loading RPL information on jump drives for teachers and patrons as the App would be better for continual updated information.
 - Approved \$4,000 for RPL logo pens, pencils, and brochures.
- Tutor.com funding was distributed.
- Taxes have been filed.
- They have an older Mac (computer) to be given away at an event (TBD).
- Executive Director Brenda Majors updated the Foundation Board on the recent grant writing training that she and Library Director Judy Casey attended together online.
 - Judy Casey noted that Grant Station (tool) is what we will be using this year.

FRIENDS OF THE ROGERS PUBLIC LIBRARY

Caroline Smith reported:

- The meeting was very short this month.
- Richard Bland shared that the Friendly Bookstore is having a 50% off sale and will be closing for a couple of days for deep cleaning.
- Judy Casey had grant requests submitted to the meeting.

FINANCIAL REPORT

Judy Casey reported:

- Building & Grounds 2017 funds were successfully moved into 2018.
- Brice Wagner asked what is paid from the Vehicle Maintenance expense line.
 - Judy Casey replied gasoline for travel and errands.
 - Sami Espenschied reminded the weekday internal mail carrier expense is also paid from here.
- City car, 1995 Chevy Caprice, disposal status was discussed. It is still in process.

- Judy Casey noted that the Board will soon see expenses paid from the Continuing Education account.

DEPARTMENTAL REPORTS

Judy Casey reported:

- Brice Wagner called out that his attention is always drawn to the negative numbers on these reports.
- Judy Casey explained the decrease in Children's numbers and an avenue to increase numbers:
 - New partnerships are being built.
 - The ad for the Chinese New Year event seems to have helped as numbers doubled this year over last.
 - Parents have reported they have not brought their families in to the library due to illness (i.e., recent flus and viral infections in Northwest Arkansas).
- Caroline Smith referenced the Comparison on Library Statistics on p. 12 and inquired about the downloadables such as audio items and digital movies – in particular, how do we get to the digital movies as they appear to be non-existent.
 - Judy Casey discussed a possible new movies option that she learned about at the PLA Conference.
 - Caroline Smith asked if service is currently paid for movies.
 - Judy Casey said that we purchase through Library2Go, but that collection is not what we want. She added that you can also search OverDrive for movies. Additionally, (PLA Conference reference) she learned that Recorded Books now offers streaming British Television (Acorn).
 - The Board discussed various streaming options such as Vudu and Hulu.

DIRECTOR'S REPORT

Judy Casey reported:

- At PLA, it was discussed many times that libraries are needed for "(meeting) space" now. Patrons ask for space and a coffee bar.
- Requests that the Board either have a special meeting or add extra time to next month's regular meeting (approximately 30 minutes) for working on the Strategic Plan. She learned a new brainstorming technique at PLA that she would like to do. This method was emphasized for problem solving and space needs.
 - The request was discussed and agreed to come at 6:00pm vs. 6:30pm to the next meeting on Tuesday, April 24, 2018.
 - Matt Tolson asked why our meetings are at 6:30pm.
 - Judy Casey was uncertain stating that it has been that time and that the Board could choose to permanently move the meeting start time.
- Still in the process of getting staff out on the floor for patrons to better utilize staff. Judy Casey's plan is to have mobile reference librarians – i.e., get them out from behind the desk.
- Staff Retirements:
 - Circulation Library Assistant II – Lost/Damage employee, Janis Reves is retiring on Friday, March 30, 2018. She has 21 years with RPL.
 - Systems Manager John Henry will be retiring on Monday, April 30, 2018. He has 20 years with RPL.
 - The Board discussed and agreed upon the need to commemorate 20 year employees in some type of permanent acknowledgement at RPL. They decided upon a wall mounted wooden plaque.

- Motion by Brice Wagner for up to \$400.00 to purchase a plaque with brass plates for future retiring employees with at least 20 years of service at RPL.
- Second by Judy Tobler.
- Approved unanimously.

OLD BUSINESS

Update of Library Security System by Judy Casey

- The cabling is on hold pending the arrival of additional cables.
- The cameras are ordered.
- Guardtronic's 2018 invoice for monitoring is still pending the City Attorney's office.
 - Within 30-45 days, we should be out of Guardtronic except for them monitoring our fire and burglar alarms.

Update on Carpet Replacement & Molding (in Adult Fiction) by Judy Casey

- This project is complete and looks great.
- It is nice to have the removable option of the carpet tiles in order to dry the tiles from the occasionally still leaking roof.

KIOSK at Rogers Activity Center by Judy Casey

- Matt Tolson cautioned that if patrons go to the kiosk 1-2 times and have an unpleasant experience that they will not come back.
- Caroline Smith referenced p. 36 and confusion about the kiosk report.
- Judy Casey clarified the summary. She reminded the Board that at the last meeting they had asked her not to renew the kiosk. She contacted D-Tech, who stated that they normally do not allow use without a maintenance agreement renewal. However, D-Tech considered their part of the delays at implementation and has agreed to allow us to keep it up and in use. We will not be able to perform the required updates to the system if any.
- Our community prefers the Redbox style (DVD/BluRay/Games) vending machine.
- Judy Casey spoke with 2-3 vendors at PLA this year in Philadelphia; and when she attended two years ago in Denver. The prices are dropping for these types of machines.
- Caroline Smith stated, "(The) Problem is people aren't using (the kiosk) as you thought they were (going to)."
- Matt Tolson asked who makes the decision regarding what items would go in the new "Redbox" style box and if it was from our collection or not.
- Judy Casey answered that indeed the items would be from our collection; and that patrons would pick up and return items to the "box".
- Caroline Smith asked if books could also be used in it.
- Judy Casey confirmed that books and many material options are a choice. She noted that a typical "box" holds 650-1,000 items.
- Matt Tolson asked if it integrates with the mobile app.
- Judy Casey affirmed, "Yes."
- Caroline Smith stated the need for RPL to not remain with the vendor D-Tech.
- Judy Casey replied that D-Tech has a Redbox style machine.
- Matt Tolson asked how often we are checking our items at the RAC.
- Judy Casey replied that she (or someone) checks Monday – Friday around noon.
- Matt Tolson asked when an item would be ready for him to pick up at the kiosk if he ordered it today.

- Judy Casey shared her learning from the PLA Conference that patrons want to pick up 24/7 and suggested that we could move the kiosk from the RAC to RPL externally for the patrons who cannot come while we're open. She noted it has 24 slots (i.e., 24 patrons use).
- Caroline Smith asked if D-Tech owns the equipment.
- Judy Casey clarified that RPL owns the equipment.
- Caroline Smith commented that we would need the maintenance agreement.
- Judy Casey agreed and added also the upgrades to work with our ILS. She spoke with MK Solutions and 1-2 other companies at PLA in case we decide to use the different style of machine.
- Cindy Holmer asked if D-Tech would need to move the kiosk from the RAC to RPL.
- Judy Casey said that is probably correct and that we would likely need a new maintenance agreement.
- Matt Tolson requested for Judy Casey to ask D-Tech about moving the kiosk.

NEW BUSINESS

Public Library Association Quick Overview by Judy Casey

- Judy Casey and Sami Espenschied will provide written reports next month.
- We both learned a lot of tips and tools.
- Judy Casey discovered a free tool at PLA to assess staff competencies.
- We completed the PLA evaluations which allow attendees to go online for one year to download presentations and other items that we can and will share with staff.
- Judy Casey's focus this year was on sessions, tools, and other items that she needs for the Strategic Plan.
- Judy Tobler asked if it was a good PLA.
- Both Judy Casey and Sami Espenschied agreed it was very valuable.

ADDITIONAL DISCUSSIONS

- Matt Tolson commented that he likes our DVD/BluRay selection – especially the older, award-winning films.

ADJOURNMENT:

Meeting adjourned at 7:45 p.m.


Prepared by Sami Espenschied

Date

April 18, 2018


Approved

Date

4-24-18

