



The Rogers Public Library Commission met in a regular session in the Glotzbecker Conference Room at the Rogers Public Library, Tuesday, April 16, 2019.

MEMBERS PRESENT:

Richard Bland, Steve Hardin, Caroline Smith, & Matt Tolson.

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 was called to order at 6:37 p.m.

PUBLIC FORUM:

None present.

SECRETARY'S REPORT

Motion by Steve Hardin: The minutes of February 19, 2019, are to be approved as submitted.

Second by Richard Bland.

Approved unanimously. Minutes adopted.

contributing a 1:1 match on a dozen cookies in the shapes of books and beer steins for the celebration at the May book club meeting.

- We have University of Arkansas Press author Dr. Phillip Howerton coming April 23, 2019, at 6:30pm in the RPL Community Room to speak on "The Literature of the Ozarks".
- SCORE small business program, "So You Want to Start a Business" is upcoming at RPL. (<https://www.score.org>)
- Meeting Room policies were briefly discussed.
 - People cannot charge for anything on site.
 - No alcohol.
 - The policy is worded that if the public comes in, you have to let them.

DIRECTOR'S REPORT

Judy Casey reported on the two Tyson grants:

- Tyson Multicultural Librarian Grant (Spanish/English languages):
 - They expect 400 applicants. The 40 USA grant awards are scheduled for June 1, 2019.
 - Their online form only allowed 2-3 sentences maximum for each item. The grant was submitted last night.
 - May 7 will be Judy Casey's verbal presentation to the Tyson committee. Her presentation will focus on digital literacy, GED, and citizenship.
- Tyson Summer Internship Update
 - One of the requirements for this grant is to have an industrial plant in your town. Therefore, Bentonville wasn't eligible; but Rogers, Springdale, and Fayetteville are.
 - The recipient will be a temporary employee of the City of Rogers.
 - Judy Casey is requesting that the Board of Trustees allow her a \$500 leeway to use Glotzbecker funds (as they have in the past) to cover the intern's estimated \$300 FICA expenses that are not covered by the grant. The Board agreed.
 - Pending a background check, the internship will run from June 10, 2019 through August 3, 2019. The gentleman candidate volunteered at the Lincoln Public Library.
 - Reference Librarian I Kristin Jones, a recent MLIS graduate, will be the intern's mentor throughout the program. Kristin currently performs some of our multicultural outreach.
 - Steve Hardin asked if RPL has any Marshallese.
 - Judy Casey replied that we do have some, but Springdale has the majority of Marshallese people. Below are statistics on the Rogers/Lowell area Hispanic/Latino populations from the NWA Council's 2018 report, "Diversity: A Look at How Northwest Arkansas' Population is Changing" (p. 7) [<http://www.nwacouncil.org/our-reports>]:
 - Hispanic/Latino is projected to be 34% of the total population by 2022 for Rogers/Lowell.
 - 42% of school population states Spanish is the first language spoken. (**Report Noted: The Rogers School District hasn't collected origins of birth for all of its students.*)

OLD BUSINESS

Viewing Security Footage by Judy Casey

- We can now view on the newer cameras.

ROGERS PUBLIC LIBRARY FOUNDATION

Judy Casey reported on their March meeting:

- Iron Chef event update:
 - Tickets for Iron Chef are now available on their website.
 - They wanted to offer a deal for a couple's ticket price, but the system won't allow it. It only allowed single and VIP ticket pricing.
 - RPL Board of Trustees let Brenda Majors know if you would like to volunteer to meet and greet at the event.
- Matt Tolson requested an update on funding the Ozark Authority group.
 - Judy Casey updated that additional funding by the RPL Foundation has been given since the group are still working on their Articles and By-laws. The next event is the 15th. Other Writing Workshop dates were/are: May 1, 8, 15, & 22.
- Cindy Holmer is scheduled to attend their next meeting.

FRIENDS OF THE ROGERS PUBLIC LIBRARY

Caroline Smith reported on their March meeting:

- Friends Secretary Kathy Brockway provides us with the minutes.
- Financials are doing well and so is the Bookstore.
- Upcoming event: Bloomin' Book Sale on May 4-11, 2019, at the Friendly Bookstore.
- Judy Casey noted that their Volunteer count was 84 and that in previous years only 64.
- They receive an estate donation of well over 1,000 books. They're expecting about two more truckloads of materials.
- They are working on obtaining a Square (credit card reader attachment for tablet or phone).
- Judy Case added that they have been looking for a new computer and trying to weed DVDs and audio visual materials. They may be discontinuing VHS intake in the future.

FINANCIAL REPORT

Judy Casey reported:

- Natural Gas might be a problem again as its monthly billing is up.
 - Richard Bland asked if we have checked the pricing and usage compared to historical amounts. He noted that Black Hills Energy had a rate increase back in the fall.
 - Judy Casey stated that she and Sami Espenschied are working with the Finance Office regarding this issue.
- All other expenses and income are in line for this point in the year.
- Salaries are a little high due to Robert Finch's payout. The Board discussed the process of when an employee leaves City employment.
- The Board discussed System Manager Hisham Makki's recent successes.

DEPARTMENTAL REPORTS

Judy Casey reported:

- Statistical numbers are up. Judy Casey expressed her great appreciation of staff and each person stepping up to go the extra mile as requested to meet the needs of patrons in the stacks. Recent patron interactions were discussed.
- Matt Tolson called out the outstanding count for the Lunch & Learn program, 30!
 - Judy Casey and Sami Espenschied let the Board know that this month we had 57 attendees; and that the subject was CBD education.
- Books & Brews Book Club will celebrate its one year anniversary this May. This program is run by Reader Conversations Librarian Lesley Knieriem and Information Literacy Librarian Tamara Sipes. One of the local attendees has a bakery downtown and will be

Installation of Security Camera by Judy Casey

- The 2019 additional external cameras are in process.
- Sami Espenschied reported that she and Systems Manager Hisham Makki met with City IT Director Ryan Breese and the vendor regarding locations and next steps.

NEW BUSINESS

Staff Dress Code by Judy Casey

- Judy Casey wants to rework the Display Case and other policies this year. She noted that the new City Staff Attorney is John Pesek who replaced Jennifer Waymack.
- Staff have asked Judy Casey to address specifics in some of the areas on the current staff dress code. Judy agrees that we are probably too broad in some areas and that some of the terminology has changed over time (i.e., outdated and/or has different meanings today).
- Judy Casey asked a few of the City departments what their dress codes are. Basically, they advised to do what works for our department (Library is Dept. 06).
- Children's Director Rebecca Willhite came to our last meeting, but was not available for tonight's meeting to address this issue. Her concerns expressed were flip flops, and shoes that are not fastened to their feet.
- Matt Tolson spoke from his human resources experiences that most employees will abide by rules if they are in generalities.
- Judy Casey added that she does not want employees wearing jeans with holes in them.
- Matt Tolson added that this all really goes back to your "personal brand".
- The Board discussed what makes the public comfortable with staff and to feel that staff is approachable.
- Steve Hardin prefers to keep the dress code simple.
- The Rogers Public School district's student dress code
- Sami Espenschied spoke on behalf of staff concerns and her personal concerns for the dress code to be consistent for all or at least consistent by each internal department such as Children's, Circulation, and Reference.
- Matt Tolson requested for Judy Casey to have a few options at the next meeting:
 - Detailed version
 - General version
 - And this recommended version with any updates.
- Judy Casey noted that the general goal is to make everyone feel included.

ADJOURNMENT

Motion by Steve Hardin to adjourned the meeting at 7:50 p.m.

Second by Richard Bland.

Agreed unanimously.


Prepared by Sami Espenschied

May 15, 2019
Date


Approved

5-21-19
Date