



The Rogers Public Library Commission met in a regular session in the Glotzbecker Conference Room at the Rogers Public Library, Tuesday, May 15, 2018.

MEMBERS PRESENT:

Richard Bland, Steve Hardin, 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 was called to order at 6:34p.m.

PUBLIC FORUM:

None present.

SECRETARY'S REPORT

Motion by Brice Wagner: The minutes of April 24, 2018, are to be approved as submitted.
Second by Steve Hardin.
Approved unanimously. Minutes adopted.

ROGERS PUBLIC LIBRARY FOUNDATION

They meet next week. Judy Tobler is the Board of Trustees representative for May.

FRIENDS OF THE ROGERS PUBLIC LIBRARY

Judy Casey reported:

- They are dealing with building issues and cleaning crew. The building has a new owner. Black mold was found, but not in the materials area.
- Judy Casey shared the new RPL Strategic Plan with the Friends. They liked it.
- No grant proposals this month.
- 1,199 Volunteer Hours for April.

FINANCIAL REPORT

Judy Casey reported:

- Natural Gas bill and meter.
 - Expressed thanks to City Financial Administrator Jennifer Slingsby for noticing that our gas expenses have exhausted our annual budget already.
 - No leak detected, but Black Hills Energy will be replacing our meter's regulator on Memorial Day.

DEPARTMENTAL REPORTS

Judy Casey reported:

- Books & Brews Book Club had 8 attend in addition to staff. This was their first meeting.
 - Judy Tobler asked what the reactions were to having a book club at the brewery.
 - Judy Casey said it was good; and that the next book will be "Stiff".
- Farmers Market. We spoke to about 20 people and some signed up as cardholders.
- Confirmation received that we will be at one of the summer feeding schools in addition to being at the RAC (Rogers Activity Center).
 - School Media Specialists are trying to help us get students signed up for SRC (Summer Reading Club) before school is out for summer.
- Interviewed a candidate last week who is strong in STEM and STEAM.
- SRC Kick-Off is Saturday, June 2.

DIRECTOR'S REPORT

Judy Casey reported:

- Matt Tolson asked what is the accountability regarding statistics with raise increases.
 - Judy Casey replied that currently the City does not have an evaluation system in place, but hope to have a preliminary system implemented by end of summer.
 - Matt Tolson asked if employees could still have goals without evaluations realizing that individuals cannot be accountable for everything.
 - Judy Casey explained that we try at monthly department meetings to discuss goals without specific numbers, but items to work as goals.
- Assistant Director Robert Finch received a grant from the Friends of RPL.
- Matt Tolson asked what our average back-fill time is on open job postings.
 - Judy Casey stated that for the open System Manager position that it has been 30 days since she originally posted it on the ALA (American Library Association) job site and has only received one applicant from there. This is not typical historically.
 - Matt Tolson asked for confirmation that we could seek out applicants.
 - Judy Casey confirmed that yes we can; and that in fact, on Friday she posted the job at six (6) MLIS (Master of Library and Information Sciences) schools and received a couple of applicants.
- Judy Casey shared that another employee left today.
- Matt Tolson asked if we are receiving feedback when people leave RPL.

- The Board asked about the applicant types and discussed.
- Matt Tolson asked if the City has a timeline to fill positions.
 - Judy Casey replied that salaries are an issue and that the starting rate is \$9.07/hour for part-time.
 - Matt Tolson asked if this rate is set by the City.
 - Judy Casey answered, "Yes. They did a survey in 2015." She noted that occasionally a candidate can negotiate.
 - Steve Hardin asked if there has been any thought to sharing people across departments.
 - Judy Casey said that we've tried sometimes, but reminded the Board that for example, the RAC is a cooperative not a true City department even though the building belongs to the City. The RAC is mostly volunteers.
- Books & Brews Book Club will meet on the first Monday of each month from 5:30pm-7:30pm.
 - Matt Tolson asked how the Board can help and/or spread the word.
- SRC calendars are available. Garion Milligan is working our table for us at the RAC's Summer Kick-Off to get people to sign-up for SRC.
 - Judy Tobler noted that the daycare at Methodist church might be a place too.
 - Judy Casey shared that we have 13-15 in-house programs per week this summer plus outreach.
- At the schools this summer, we will be trying to get free books to kids and back to checkout. We will also take some books to read on-site. Garfield Public School will be our test site for SRC Comparison.
- Matt Tolson noted that DVDs are up 20%.
 - Judy Casey said that we need to get the DVDs out from behind the Circulation counter that one thought or process would be to put DVDs and Best Sellers at the back of the building to bring people inside.
 - Matt Tolson suggested signage/advertising in the DVD section.
 - Judy Casey explained the streaming movie tier availability.
 - Matt Tolson asked what our end-game is...increase traffic and then numbers?
 - Judy Casey affirmed, "Yes," and memberships. Look at trends such as how many people who order "x"...and questionnaire to prompt at the end of computer use.
 - Matt Tolson suggested that we could train staff to ask questions. He returned to his question of "end game".
 - Judy Casey said that patrons have 24/7 access to OverDrive, but that we would not be able to provide what we do without the consortium. Uncertain of how much it would take to meet the demand since titles can be checked out by patrons from each member of the consortium. We received a \$7,500 grant from the Friends to purchase duplicate eBook titles from RBDigital that are available for our patrons only. That with staff shortages, I have not ordered as much as intended.
- Judy Casey reported that the new Director of Main Street, Shea Bland, felt we were successful at the Farmers' Market and wants a book return bin. Judy added that the Museum is going to allow us a small library on site. In addition, RPL Foundation Executive Director Brenda Majors still believes we could have a Redbox style box at the Promenade Mall or other off-site location.
- Brice Wagner directed the Board to the revised Financial Recovery graph on p. 28.
 - Judy Casey explained the new "recall returned" data point. Our new person sent out in April a special letter to people with outstanding old items and got them returned. Approximately \$5,347.89.
- Guardtronic seems to be getting settled. The City Attorney's office is working today. We gave 30-day notice for the camera switch to City.

- At least through year end, Guardtronic will monitor our burglar and fire systems.
- Past 2018, we will need to add glass breakage and motion detection.

OLD BUSINESS

Strategic Planning by Judy Casey (pp. 37-38)

- Annually we will set goals that tie to the Strategic Plan. Revisiting annually and revising as needed.
- This plan is 3.5 years versus the original 3 years since we are already far into our fiscal year.
- We will add graphics to one displayed in the library.
- Judy Tobler and Matt Tolson requested bullet points on the top section to match the formatting in the bottom section.

Motion by Brice Wagner to accept as stated with the recommended formatting changes.
Second by Richard Bland.
Approved unanimously.

NEW BUSINESS

Staff In-Service Day by Judy Casey

- Evaluations are coming soon. Input will be in a format similar to Facebook.
- In-Service Day will be the first weekend of August on the Friday. Closed possibly on the Saturday as well depending upon building repair and cleaning needs.

Motion by Brice Wagner to close on the Friday and Saturday for Staff In-Service Day as we have done in the past.
Second by Judy Tobler.
Approved unanimously.

ADJOURNMENT:

Motion by Brice Wagner to adjourn.
Second by Richard Bland
Meeting adjourned at 7:22 p.m.

Prepared by Sami Espenschied

Date

6/18/2018

Approved

Date

6/19/18