

The Rogers Public Library Commission met in a regular session in the Glotzbecker Conference Room at the Rogers Public Library, Tuesday, June 19, 2018.

MEMBERS PRESENT:

Richard Bland, Steve Hardin, Cindy Holmer, Caroline Smith, Judy Tobler, & 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 6:38p.m.

PUBLIC FORUM:

None present.

SECRETARY'S REPORT

Motion by Richard Bland: The minutes of May 15, 2018, are to be approved as submitted.

Second by Cindy Holmer.

Approved unanimously. Minutes adopted.

ROGERS PUBLIC LIBRARY FOUNDATION

Judy Casey reported:

- Caroline Smith attended as representative for the Board of Trustees.
- Conversations with the Author Update:
 - Author Eloisa James was discussed.
 - The event will be a high tea hosted at the John Q. Hammon Center on September 22, 2018.
 - Caroline Smith stated that a handout on the author event was handed out. The event will be from 3:00pm-6:00pm.
- Their website (domain) was lost, but Foundation Member Scott Kammerzell was able to get it back up; and, they can now complete the entire site backup.

FRIENDS OF THE ROGERS PUBLIC LIBRARY

Judy Casey reported:

- They approved two grants:
 - Expanded marketing and public relations funding.
 - Staff In-Service Day
- Ed Kane spoke with Ed Burrolson (Rogers Museum) about the Friends of RPL being interested in purchasing items for RPL to have a small branch at the Museum.
- Matt Tolson requested an update on the Friendly Bookstore lease situation.
 - Judy Casey reported that they are doing well with the new landlord and with repairs. They are adjusting to new utility bills.
- They discussed the Foundation's Conversations event and with their co-sponsorship want to display books in the display cabinet.
 - The ticket prices were discussed.
 - Judy Casey noted that this event is targeting more for women and that they're trying something different (i.e., the tea).
 - Caroline Smith noted that this event is more about having a signature branding event than making money.

FINANCIAL REPORT

Judy Casey reported:

- Natural Gas bill and meter.
 - The part appears to have been repaired last week while Judy Casey and Sami Espenschied were out of the office.
 - Judy Casey will write a letter with our history of monthly expenses and request a partial reimbursement.
 - The May bill was considerably lower.
 - Matt Tolson asked who at the City needs to be aware.
 - Judy Casey informed the Board that it would be the City Attorney's office and David Hook and that both are aware already.
- Judy Tobler asked why Miscellaneous Expense is 180% of budget.
 - Judy Casey explained this is due to the pass-through for the Staff Scholarship for RPL Staff & MLIS student Kristin Jones.
- Building & Grounds – The HVAC part (\$6,000 part) has been ordered. The temperature is "okay" in the building now, but has recently been "like a sauna".

DEPARTMENTAL REPORTS

Judy Casey reported:

- Children's Programs:
 - Slime Events have been a huge success.
 - Opera of the Ozarks had 170 attend.

- The "Frozen" program where actors came and sang with the kids and did themed activities had 160-170 in attendance.
- SRC (Summer Reading Club) OverDrive was up Month-to-Date 18%. Last year in May it was up 19%. Judy Casey believes this is due to Outreach.
- Kristin Jones met with AUCC (Arkansas United Coalition C.) on cultural events and immigration. They offer training on working with immigrants.
- Judy Tobler noticed that we had our second Brews & Books Club and asked how this program is progressing.
 - Judy Casey answered that we had a couple of additional attendees. 10-12 attendees make a good group size that you don't want more than 16 people in a book club.
 - Cindy Holmer asked when it meets.
 - Sami Espenschied answered the second Monday at 5:30pm.

DIRECTOR'S REPORT

Judy Casey reported:

- She is working with Human Resources on the new employee evaluation process.
- Strategic Plan Implementation Update
 - Staff are being required to do the following:
 - Download an audiobook and an eBook from RBDigital and OverDrive.
 - Download music from Freegal.
 - Greet everyone who comes in the door.
- Matt Tolson asked about new programs in Young Adults (i.e., Teens).
 - Judy Casey share that YA Librarian Evan Day is expanding the writing program, developing STEAM & STEM programs such as robotics from state for coding, and developing additional partnerships.
 - Sami Espenschied noted to the Board to look around RPL inside that they'll notice the Teen Scavenger Hunt letters throughout the library.
- Caroline Smith asked who has replaced retired Systems Manager, John Henry.
 - Judy Casey updated that they have two (2) interviews this week for the position:
 - One applicant will have a Skype interview tomorrow. This applicant has work experience at MIT and with LOC (Library of Congress) in Egypt.
 - The NWA applicant will have a long interview Thursday (to equivocate to the same process as the first applicant).
 - The Oklahoma school librarian withdrew.
 - The strong IT consultant, but they withdrew.
 - Caroline Smith asked if this position requires an MLIS.
 - Judy Casey replied, "Yes, or an equivalent."
 - Caroline Smith asked what an equivalent might be.
 - Judy Casey stated a master's degree in another field or experience. She said that John Henry brought experience from NASA and the US Air Force, but he also had his MLS. She added that John Henry and City IT worked with her to develop interview questions to cover the IT aspect. Several applicants had BI (Business Information) experience, but this isn't the experience we need. She added that she will not hire anyone in this level of position that doesn't come meet staff in person.

OLD BUSINESS

Update on Security Cameras by Judy Casey

- Are installed and the cabling is ran.

Staff In-Service Day by Judy Casey

- Mayor Greg Hines approved for RPL to close on Friday, August 3 and Saturday, August 4 (if needed) for Staff In-Service Day and for annual deep cleaning and repairs.
- Judy Casey explained the new Human Resources employee evaluation system and noted that HR will come at the end of the day to explain the process to staff.
 - SIDE NOTE: HR will also be implementing timeclocks.
- Most of the day will be spent on basic Disaster Planning.

NEW BUSINESS

Replacement Supply List (AKA Dessie's List, p36) by Judy Casey

- This list shows the "Old Costs" that we were charging patrons as well as the newly recommended "charges". [SIDE: Dessie Wewers replaced Janis Reves after Janis' retirement as our Lost/Damage Coordinator.]
- The column, "Final 2018", contains the numbers that Dessie Wewers, Circulation Manager Hannah Milligan, and Library Director Judy Casey agreed upon. Staff time was not included in the calculations. Board approval is requested.

Motion by Steve Hardin to approve the price changes as listed.

Second by Judy Tobler.


Approved unanimously.

ADJOURNMENT:

Meeting adjourned at 7:25 p.m.


Prepared by Sami Espenschied

Date


July 11, 2018

Approved

Date


7-17-18