



The Rogers Public Library Commission met in a regular session in the Glotzbecker Conference Room at the Rogers Public Library, Tuesday, July 17, 2018.

**MEMBERS PRESENT:**

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

**PUBLIC FORUM:**

None present.

**SECRETARY'S REPORT**

Motion by Richard Bland: The minutes of June 19, 2018, are to be approved as submitted.

Second by Cindy Holmer.

Approved unanimously. Minutes adopted.

## **ROGERS PUBLIC LIBRARY FOUNDATION**

Judy Casey reported:

- Conversations with the Author Update:
  - The event will be a high tea hosted at the John Q. Hammon Center in the Ballroom on Saturday, September 22, 2018, 4pm-6pm.
  - Savoy Tea will supply tea.
  - Judy Casey noted that this is also the first day of the ArLA (Arkansas Library Association) Conference in the same hotel/convention center.
- They are still struggling to obtain their website domain name back.
- They are partnering with NWA Motherlode(.com), a blog and social media site.

## **FRIENDS OF THE ROGERS PUBLIC LIBRARY**

Judy Casey reported:

- Recently there has been quite a bit of turnover with both the Friends Board and the Friendly Bookstore Volunteers.
  - Matt Tolson asked if teens could possibly volunteer at the Bookstore.
  - Judy Casey said that they could and would be welcome; however, during school especially with the Bookstore's Hours (M-F & Sat 10am-4pm) that teens simply aren't available to cover their front desk (needed most) due to school.
- New Volunteer Coordinator is Arlene Doyle.
- New Treasurer is Bud Troutner.
- New Publicity Chair is LeAnna Walker.
- The Friends want to have more projects for us to work together on and also include the RPL Foundation.
- Grants approved:
  - Staff ArLA Conference Registration up to \$2,500.
  - Additional funding for the RPL App up to \$655.
- Should receive a check for \$41,000+ today to cover items paid since January 2018.

## **FINANCIAL REPORT**

Judy Casey reported:

- Building & Grounds
  - \$42,000 spent this month was for the Security System upgrade.
- Personnel expense is over due to two employees retiring this past spring, one with maximum allotted payout of vacation and sick time.
- Brice Wagner asked about the \$1,600 in Miscellaneous Expense.
  - Judy Casey explained that this is the remainder of Kristin Jones' pass-through scholarship money.
- A Glotzbecker interest check of sizable amount was received today.

## **DEPARTMENTAL REPORTS**

Judy Casey reported:

- She complimented staff on efforts and called out that we put a lot of effort into Children's Programs.
  - Family Storytime up 111% in Attendance.
  - Preschool programs were downplayed recently because families want programs.
- Down 1-2% overall in Circulation.
- Judy Casey explained that Libby is the newest version of the OverDrive app and that Libby can remember your library card number.
- Brice Wagner noticed that the telescope has checked out and asked how well it has been received by patrons.
  - Judy Casey said it has been received well. She noted that the project sponsor's

- instructions for transporting it are to "strap it in your car seat like a kid."
- Brice Wagner noted that materials collection is going well.
  - Judy Casey replied that Dessie (Wewers) is working well with patrons.
  - Brice Wagner asked for clarification on the green line (chart on p. 27).
  - Sami Espenschied explained that these are actual materials returned.

## **DIRECTOR'S REPORT**

Judy Casey reported:

- As of July 1, Freegal has streaming music in addition to the downloadable songs.
  - 5 hours free streaming music per week
  - 5 free download songs (not albums) per week
  - Steve Hardin asked about the statistics (see p. 24).
  - Judy Casey noted that she hopes the streaming option will increase users.
- City of Rogers Museum partnership is progressing. John Burroughs will meet soon with Judy Casey to discuss another idea.
  - RPL is to have a piece of our collection in the museum's Collection Room and have the items listed in our card catalog with the Museum as their location.
  - Judy Casey noted that this endeavor will probably require conversation(s) with Mayor Hines and the City Council to approve.
- Mobile Librarian Project is estimated to implement test by year-end.
- We need to move the DVDs and CDs (Games and BluRays too) out from behind the Circulation counter as this is hurting Customer Service.
  - An Evanced representative stopped by today with another solution option.
  - Richard Bland asked if these materials would be in a machine for checkout.
  - Judy Casey stated the one option would have BluRays, DVDs, and CDs in security cases, but this will require additional shelving logistics due to the new case sizes. We have about 13,000 DVDs and CDs in RPL. She would prefer a style like a Redbox, but they don't have enough storage. Thus, we are still seeking alternatives and hope to begin on this next year.

## **OLD BUSINESS**

### **Update on Security Cameras by Judy Casey**

- Cabling continues this week and next.

### **Staff In-Service Day by Judy Casey**

- It has been confirmed that RPL will be closed on Friday, August 3 and Saturday, August 4 for Staff In-Service Day and for annual deep cleaning and repairs. This is mainly due to the carpet amount of carpet to clean and dry time.
- Additional tasks on these days:
  - upper lightbulbs replaced;
  - parking lot lightbulbs replaced (both require lifts that cannot be used when patrons are present);
  - 12 T5 ballasts replaced inside;
  - emergency light repair;
  - cleaning of all upper windows inside and out (requires a lift); and,
  - may have drywall and painting.

### **Staff Updates by Judy Casey**

- Hisham Makki is our new Systems Manager. He is from Cairo and holds a MA and a PhD. He will start work next Wednesday. He recently completed a LOC (Library of Congress) project at MIT (Massachusetts Institute of Technology).



- Matt Tolson asked how he found our ad for the open position.
- Judy Casey said he told her on the ALA (American Library Association) website.
- Judy Casey discussed Hisham's skills and experience with the Board.
- Judy Casey noted that the Systems Manager position is one of the four exempt positions we have at RPL. She added that he is very good in IT and passionate about helping people.
- Current and upcoming open positions:
  - NOTE: The three (3) part-time positions are open due to staff pursuing higher education.
  - Circulation has interviews next week for the open Library Assistant I (20HR/Week).
  - This Friday, Teen interview for the soon to open Library Assistant I (15HR/Week).
  - Soon to open Library Assistant I (48HR/Week) in Children's.
  - Additional full-time employee planning to retire at the end of the year.

#### **Black Hills Energy (BHE; Natural Gas) Updates by Judy Casey**

- Judy Casey mailed the letter at the end of your packet (p. 39).
- A board member asked if RPL or BHE paid for the repairs. She confirmed that BHE paid for the repairs because it was their system fault.

#### **NEW BUSINESS**

##### **Hannah Milligan Scholarship Approval by Judy Casey**

- Judy Casey explained that Hannah Milligan is our Circulation Manager. She began working for RPL in September 2012 and became Circulation Manager in April 2014. Hannah is finishing up her last year of study for her MLS (Master of Library Science).
- Arkansas State Library offers a percentage reimbursement for MLS/MLIS tuition paid by the student with the recommendation of the Library Board.
- Hannah submitted her scholarship paperwork for the Board to review and had already requested a signature of recommendation from the Board of Trustees President as required in the packet.

Motion by Brice Wagner to approve the Board President sign the recommendation for scholarship.

Second by Richard Bland.

Approved unanimously.

#### **ADDITIONAL ITEMS**

- Richard Bland and the Board discussed the upcoming Bond Issue Luncheon and attending.

#### **ADJOURNMENT**

Motion by Brice Wagner to adjourned the meeting at 7:35 p.m.

Second by Steve Hardin.

Agreed unanimously.

Prepared by Sami Espenschied

Date

Approved

Date