

Minutes of the Board of Trustees
William F. Laman Public Library
Via Zoom
May 11, 2020 @ 10:30 AM

The Board met via Zoom at 10:30 a.m. Ms. McLean called the meeting to order at 10:32 a.m. Those present were Ms. Crystal Gates, Executive Director; Ms. Valerie McLean, President; Mr. Charley Baxter; Ms. Joyce Brewer; Ms. Esther Crawford, Ms. Kim Drake; Ms. Vicki Matthews. Mr. Sonny Rhodes was absent. Also present: Mr. Stephen Simpson, Mr. Chris Kent, Ms. Shannan Hicks, Ms. Stacy Purdy and Mr. Richard Theilig. There were no public comments.

Motion Mr. Baxter, second Ms. Crawford to excuse the absence of Mr. Sonny Rhodes. Motion carried unanimously. Ms. Gates introduced Ms. Hicks as Library Services Director for Main Branch.

There were no public comments.

There are developments and investments all around the Branch, and Mr. Chris Kent and Mr. Greg Nabholz met several months ago with Ms. Gates and a few staff members to discuss options for improving the outdoor space. Mr. Chris Kent presented proposed plans for renovating the outdoor space on the east side of the Argenta Branch to make it an active space and to change the direction of parking to flow in the same direction as the one-way street. Mr. Kent discussed the elements of the proposed design. He noted that the Argenta Downtown Council is aware that the library has no funds to put toward the project, and that they have access to grant opportunities that may be explored to fund the project. By making the area an active space, the library would be in a better position to host outdoor events, and the flow of foot traffic will tie the library in to other activities and neighbors in the area. Ms. Matthews discussed whether moving the library's parking to street-side would negatively impact the property value. The proposal would add several spaces to the available parking for the library, and Mr. Kent advised that there are 260 parking spots behind First Orion and additional parking will be available near the new 600 Main building, all in addition to the free parking spaces located throughout Argenta and within three blocks of the Branch. All discussed the concern regarding visits to downtown during the pandemic, which actually allows the conversation regarding parking concerns to be postponed for the foreseeable future. Mr. Kent advised that he and Mr. Nabholz will look into funding opportunities and will run capacity figures for the outdoor area. That information will be shared when it becomes available.

Motion Mr. Baxter, second Ms. Brewer to approve the Minutes of February 10, 2020, and the Minutes of April 23, 2020, as presented. Motion carried unanimously.

Ms. Gates reviewed the Financial Report. Ms. McLean noted that the library should anticipate a drop in revenue, and requested that Ms. Gates review the budget with a target of reducing expenditures by ten percent. All agreed that reductions would be made where possible, with another review possible in the fall. The goal is to make it to December and survive the pandemic, including how to begin to reopen the facilities and where to make reductions in anticipation of reduced revenue. At the June meeting, Ms. Gates plans to present a pandemic

response plan, including a phased approach for expanding services and reopening facilities. The plan, which is already in the works, includes how to handle materials, phased opening proposals, but does not include specific dates. Instead, the plan acknowledges the ever-changing environment and is responsive to current events and needs while keeping safety a priority. Mr. Baxter advised that he believes reopening should be done slowly. Ms. Gates shared some of the reasons reopening early is not a good idea. She will share a link to the board that shows a public library's video illustrating what opening would like it if it happened too quickly. While the library is closed, several maintenance projects are being completed. Richard has requested quotes for options regarding the small room off the children's entrance at Main Branch. Several options were considered, including tearing down parts of the walls, roofing the room, and installing a door.

Ms. Gates reviewed the Statistical Report. All present discussed the impact of the pandemic on library services. Motion Ms. Drake, second Mr. Baxter to approve the Statistical Report. Motion carried unanimously.

Ms. Gates presented the Director's Report. She has 332.78 hours of PTO available. The library recently added Creative Bug to its online resources. She has sent correspondence to state leaders and issued a statement as President of ArLA. She is attending numerous meetings virtually in addition to working with other administrative team members on the activity packets being placed in the Little Free Libraries located around the city.

The next regular meeting is scheduled for Monday, June 8, 2020, at 10:30 a.m.

With no further business to discuss, motion Ms. Crawford, second Ms. Brewer to adjourn. Motion carried unanimously.

Crystal Gates, Secretary