

Minutes of the Board of Trustees
William F. Laman Public Library
October 21, 2019
10:30 AM

The Board met at the Main Branch in Room 124 at 10:30 a.m. Ms. McLean called the meeting to order at 10:30 a.m. Those present were Ms. Crystal Gates, Executive Director; Ms. Valerie McLean, President; Mr. Charley Baxter; Ms. Vicki Matthews; and Mr. Sonny Rhodes. Ms. Joyce Brewer, Ms. Esther Crawford, and Ms. Kim Drake were absent. Motion Mr. Baxter, second Mr. Rhodes to excuse the absences. Motion carried unanimously. Also present: Ms. Robin Campbell, Ms. Stacy Purdy, and Mr. Richard Theilig. Under public comments, Mr. Baxter shared that a number of individuals had contacted him to request that the Argenta Branch not be closed. At Mr. Hartwick's mayoral announcement he mentioned that he would like to see the Branch stay. Mr. Baxter shared that many individuals are talking and trying to help the library keep the branch open, and he recommends patience, as those conversations are ongoing. Mr. Rhodes shared similar experiences and a desire to be patient. During the discussion, Ms. Matthews addressed the investment of over \$5 million already spent on the Branch and agreed that it would be short-sighted to ignore the significant investment already made. Ms. Gates shared that in recent meetings with various individuals interested in keeping the Branch open, the conversation is ongoing regarding funding possibilities, options to save money, and consideration being given to modernizing the Branch into a modern, urban library. Included in options to cut costs and find resources to fund needed security improvements, discussion followed regarding café usage, related expenses, and potential cost savings if it closed. Ms. Gates will review café expenses and staffing options and have a recommendation for the Board at the next meeting.

Motion Mr. Baxter, second Mr. Rhodes to approve the Minutes of September 9, 2019. Motion unanimously carried.

During a review of the Financial Report, Ms. Matthews suggested that for the 2020 Budget, Ms. Gates consider removing the allocation of funds for plaza lawn care maintenance. Motion Ms. Matthews, second Mr. Rhodes to turn the plaza lawn care responsibility back over to the City of North Little Rock. Motion carried unanimously. Ms. Gates will report at the next meeting on the cost savings contributed to the removal of the plaza upkeep from the lawn care expenses for Main. Motion Mr. Baxter, second Mr. Rhodes to approve the Financial Report as presented. Motion carried unanimously.

Motion Mr. Rhodes, second Mr. Baxter to approve the Statistical Report as presented. Motion carried unanimously.

Ms. Gates presented the director's report. Ms. Gates' PTO balance is 316.12 hours. Laman sent several employees to attend the recent Arkansas Library Association (ArLA) conference. We also had several employees present sessions, including Ronica Crutchfield and Marilyn Willis, Robin Campbell, Fredonna Walker, and Crystal Gates. Laman also recently hosted the ArLA planning meeting in the new meeting space upstairs. Ms. Gates, together with Chris Thompson,

Adam Branscum, and Lena Hill recently attended the EXCITE Transformation Bootcamp held at the Arkansas State Library. We were one of six teams chosen for this training. The skills and tools learned at the Bootcamp will be used to improve services and collections at Laman, and the first project will be the makerspace at Main. In connection with that training and the initial project, the team will have the opportunity to apply for two grants, one of which will help offset costs involved in traveling to Connecticut to present to funders, and the second would be the seed grant awarded to the winner of the presented projects in Connecticut. Ms. Gates attended the North Carolina Library Association Conference to promote the future SELA/NCLA Joint Conference. She enjoyed the opportunity to observe how other state associations hold conferences, and was happy to find so many management sessions to attend. The first keynote speaker is the Director of a library in South Carolina who has led that library into a modern era with the key tag: Libraries as Studio. The ideas and experiences shared are similar to Ms. Gates' vision for Laman's services and studio spaces. Staff training was held on October 14th. It focused on safety and wellness. A Storytelling Workshop will be held on October 25th, with a public storytime to follow. Laman recently participated in Pride Fest, which gave Laman exposure to over 6,000 individuals (initial estimates) in Central Arkansas and beyond. Ms. Gates has been asked to serve on the Mayor's Complete Count Committee for Census 2020. The first meeting is scheduled for November. The library will be receiving a donation from the estate of Nathan Hamilton, of California, once the estate is settled. At this time, we do not know the amount to be received.

Ms. Matthews had no additional discussion for FOIA.

The 2018 Audit was provided to the Board electronically, and a paper copy was included in the board packets. The key takeaways are that there were no findings, and the improvement requested was for the library to physically tag inventory items to match the current inventory lists. The 2018 Audit will be on the agenda for the next meeting for further discussion, if needed, after sufficient time to review the Audit documents.

Ms. Matthews led a discussion on the need for designated eating areas after viewing patrons' lack of respect for library property. Community members bringing in food and eating throughout the library is wearing on the facility. The food and beverage policy needs to be updated to prohibit outside food and beverages and to designate eating areas when items are purchased from the library's café. The food program provided to children needs to be held in the designated meeting area only, and staff must follow and enforce the policy. After further discussion, Ms. Gates will update the Food and Beverage Policy to prohibit outside food and drink and designate eating areas. While the makerspace area is under development, and to keep the area clean and organized for scheduled events and classes, the movable partitions will be set up to separate the class space from the maker space and café areas.

Upcoming and recent events include Art Walk at Argenta on October 18, 2019, 5-8 p.m. The Library will be closed on November 11, 2019, in observance of Veteran's Day. Motion Mr. Rhodes, second Ms. Matthews to move the next regular meeting to Monday, November 18, 2019, at 10:30 a.m. Motion carried unanimously.

With no further business to discuss, motion Mr. Rhodes, second Mr. Baxter to adjourn. Motion carried unanimously.

Crystal Gates, Secretary