

Minutes of the Board of Trustees
William F. Laman Public Library
May 13, 2019
10:30 AM

The Board met at the Main Branch in Room 126 at 10:00 a.m. Ms. McLean called the meeting to order at 10:30 a.m. Those present were Ms. Crystal Gates, Executive Director; Mr. Charley Baxter; Ms. Esther Crawford; Ms. Kim Drake; Ms. Vicki Matthews; and Mr. Sonny Rhodes. Ms. Joyce Brewer was absent. Motion Mr. Baxter, second Mr. Rhodes to excuse the absence of Ms. Brewer. Motion carried unanimously. Also present: Ms. Stacy Purdy, Mr. Richard Theilig and Ms. Fredonna Walker. There were no public comments.

Motion Ms. Crawford, second Mr. Rhodes to approve the Minutes of April 22, 2019. Motion unanimously carried.

All present discussed the financial report. With the current bank balance being close to \$1.6 million, there are concerns about the bulk of current year funding coming in late in the year. All present reviewed the spreadsheets created by Ms. McLean which present budget data for the last seven years. Ms. Gates will review the library's computer replacement plan at the next meeting. Ms. Matthews would like the board to amend the 2019 Budget to account for a decrease in expected revenue and to consider cuts to individual line items. Mr. Rhodes addressed the Bylaws providing for a budget committee to be appointed each year and advised that now might be the ideal time for a committee to be appointed to address budget concerns. Ms. McLean appointed herself, Ms. Matthews, and Mr. Baxter to the Budget Committee for 2019. They will meet on May 16, 2019, at 12:00 p.m. to review the current budget and discuss amendments. Motion Mr. Rhodes, second Ms. Drake to approve the financial report. Motion carried unanimously.

Ms. Gates reviewed the statistical report. Ms. Drake noted that electronic visits are up, and Mr. Theilig and Ms. Gates explained that electronic stats are now including our social media presence and interactions with the community. Motion Mr. Baxter, second Ms. Drake to approve the statistical report. Motion carried unanimously.

Ms. Gates presented the director's report. Her PTO balance is 272.02 hours. The NASA exhibit will have an opening reception on May 31, 2019, at 6:00 p.m. We are undergoing our 2018 audit at this time, which is earlier than usual due to Karen Scott leaving her current job as City Finance Director. Our e-rate has been approved, which will save us approximately \$30,000.00 this year on data lines. Our website is currently down, but our technicians are working to get us back online. Ms. Gates met with Mayor Smith for feedback after receiving a proposal from the Central Arkansas Library System for our library to join their regional system. After research and review, Mayor Smith and Ms. Gates agreed that it is best for Laman Library to remain independent as the municipal library for the City of North Little Rock.

All present reviewed the café usage statistics and noted that the café is busiest during lunch and directly after school ends. The review of service account expenditures will be done by the Budget Committee.

Mr. Rhodes reviewed sections of the Bylaws. He addressed a desire for training regarding FOIA rules and their application to board business. Ms. Gates will request that the City Attorney attend a board meeting and review those regulations.

Ms. Gates reviewed the public relations information submitted to area media. The library will be closed on May 27, 2019 for Memorial Day. Upcoming events include Art Walk at Argenta on May 17, 2019, 5-8 p.m. and the NASA exhibit opening on May 31, 2019, 6:00 p.m. Motion Ms. Crawford, second Mr. Baxter to move the next regular meeting to Monday, June 3, 2019, at 10:30 a.m. Motion carried unanimously.

There were no board member comments. With no further business to discuss, motion Ms. Crawford, second Mr. Rhodes to adjourn. Motion carried unanimously.

Crystal Gates, Secretary