

Central Arkansas Library System
Board of Trustees Meeting
April 26, 2018
Bobby Roberts Library – First Floor Room 124

Board members in attendance were Bob Brown, Annette Herrington, Marian Berry, Nancy Rousseau, Sarah French, John Bush, Stephanie Gibson Branton, Andre Guerrero, Sophia Said, and Kelly Moss. Marilynn Porter, Mike Berg, and Sheila Wright were absent.

Staff members in attendance were Nate Coulter, Jackie Patel, Cathy Sanders, Tameka Lee, David Stricklin, Carol Coffey, Adam Bearden, Nathan James, Jo Spencer, Elizabeth Newbern, and Linda Ellis.

Action Items

1. Minutes

Bush moved to approve the March minutes with corrections. Brown seconded, and they were approved unanimously.

2. Financial Report

Herrington reported total assets as of March 31, 2018, are \$113,668,139 with net operating losses of \$2,416,304. She reported that tax collections were unusually high for March, up 39% over March of last year. The tax collector theorized that this increase was due to a rise in online tax payments, and that April and May combined will likely reflect the overall growth over this same time in 2017.

On behalf of the Finance Committee, Herrington moved to accept the financial report and file it for audit. Branton seconded, and it was approved unanimously.

3. Amendment to Matching Pension Plan

Patel asked the Board to approve an amendment to the matching pension plan made by Friday, Eldredge & Clark, attorneys for the plan's documents. The amendment is required due to recent changes to disability claims for pension plans subject to ERISA that were implemented by the Department of Labor. Since CALS, as a governmental employer, is not subject to ERISA, Friday, Eldredge & Clark added an amendment specific to the CALS matching plan that removes existing language related to disability claims from the plan.

Herrington moved to approve the amendment. Branton seconded, and it was approved unanimously.

4. Amendment to Board Policy 401

Coffey asked the Board to approve additional changes to Board Policy 401 in regard to fines and fees; this is largely due to the addition of new materials and services. The changes include adding overdue fine amounts for telescopes, tools, and DVD binge boxes. (Binge boxes are collections of related DVDs that are checked out together as one item. Examples include A Box of Rocks: the movies of Dwayne Johnson and A Long Time Ago in a Galaxy Far, Far Away: The Star Wars collection). Coffey stated that CALS

removed video games from the policy as CALS is no longer circulating those outside the library. Other additions include the replacement charges and processing fees for new items. The only language change is replacing the designation AV with more specific descriptors that everyone is likely to understand (i.e. Audio Visual).

Rousseau moved to approve the amendment to Policy 401. Bush seconded the move, and it was approved unanimously.

Information Items

1. Marketing & Resource Development Report

Lee stated that CALS had 25 media mentions in March. There were some spikes in early March that she believes can be attributed to announcements about the reopening of the Maumelle and Amy Sanders Libraries.

Sanders reminded everyone that the Arkansas Literary Festival begins today (Thursday, April 26) and goes through Sunday (April 29). She added that Lee and the MRD team have made a real effort to push Festival promotion in innovative ways. The Author! Author! Party is scheduled for Friday, April 27 on the 5th floor of Main Library at 7:00 p.m. She added that Saturday (April 28) is expected to be big with as many as seven events occurring simultaneously. There will be six events to wrap up Lit Fest on Sunday (April 29).

Sanders said that she had been speaking with Rousseau and decided to recruit her help to generate new marketing ideas. Rousseau said that it would be helpful to do a CALS table at the Farmer's Market downtown in the River Market. Nathan James noted that CALS had great success with this at Harvest Fest in Hillcrest this past fall. Patrons renewed their library cards and checked out books at the off-site booth. Guerero added that in addition to doing this in the River Market, it would be worthwhile to look at other farmers markets as well, such as the Hillcrest Farmers Market.

Brown suggested that it would be worth investigating a program currently instituted in some pediatric offices. This program gives books to kids who visit for pediatric health services. Brown said that CALS could become a partner in a program like this as the book provider and create another avenue for book circulation.

2. Butler Center Report

Stricklin stated this past weekend there were a series of True Grit events to celebrate the 50th anniversary of Charles Portis, a partnership event sponsored by the Oxford American and hosted by CALS. Hundreds of people were in and around the Butler Center and Ron Robinson Theater.

He said that Rock 'n' Roll Hall of Fame member Wanda Jackson, the Queen of Rockabilly, appears in concert tonight (Thursday, April 26) in Ron Robinson Theater at 7:00 p.m. The concert is scheduled as the first big evening event of the Arkansas Literary Festival. He also announced that historic preservationist Holly Hope will talk about rock houses at Legacies & Lunch on Wednesday, May 2, at noon in the Darragh Center. Stricklin added that Second Friday Art Night (2FAN) on May 11 would be

opening a new exhibition of works by Andrew Rogerson, Chancellor of the University of Arkansas, Little Rock.

Sticklin said that the Butler Center recently hosted 75 Japanese Americans that came from locations coast to coast with personal connections to the two Arkansas World War II internment camps, Rohwer and Jerome. He also noted that the 2018 Arkansas Historical Association meeting brought honors for the Butler Center and several staff members: Guy Lancaster's book *Bullets and Fire* won the 2018 John W. Graves Award for best book on race relations; Ali Welky and Michael Keckhaver and the Butler Banner won for best newsletter, again; Bob Razer and the *Pulaski County Historical Review* received the award for best county history journal, again; Mike Polston accepted an Award of Merit for Cabot High School's World War I letters project; and Brian Robertson was elected to the AHA board of trustees.

Stricklin added that media editor Michael Keckhaver added the 7,500th piece of media (i.e. photos, videos, audio clips, maps, lesson plans, etc.) to the EOA on Wednesday, April 25.

3. Building Report

Bearden stated that Jimmy's Serious Sandwiches is under construction in the Cox Building. CALS is currently helping contractors get plumbing and electrical components correctly installed, but the new location should be open for business soon. He said that the Entegrity Audit is ongoing. CALS is still considering whether the move towards energy efficiency is a financially feasible and worthwhile endeavor. Bearden wrapped up by saying that after coming out over-budget for the parking deck finish-out, members from UA Little Rock and architects will be meeting with CALS staff to reassess the budget.

4. Statistical Report

Coffey stated that CALS's physical circulation was down about 10% in March. She said that part of that can be attributed to the continued closure of Sanders and Maumelle for the first third of the month. Coffey noted that downloads circulation continued to grow, with a 15% rise over 2017. In March, CALS had 13% more library card holders this year due to the addition of the Tech Cards that were issued in the Little Rock School District. Brown asked if CALS has done a Tech Cards program with local colleges or hospitals for out of state visitors. Coffey said CALS had not but did offer temporary cards for people expecting to be in town for a longer visit due to medical treatment or something of a long-lasting nature.

Coffey said that while juvenile programs and attendance were down somewhat in March, both young adult/teen and adult programs saw nice growth that contributed to positive overall programming numbers. She noted CALS podcast use had been trending down for a few months, but CALS saw a nice bump this month with 30% more downloads than in March 2017.

5. Committee Report

There were no committee reports at the time of the meeting.

6. Director's Report

Coulter reported that he had a meeting with Kathy Webb, Vice Mayor of Little Rock, at the Hillary Rodham Clinton Children's Library and Learning Center to discuss an opportunity for CALS to pursue a grant that would promote afterschool and summer feeding programs, something the library already does.

Since submitting the grant, CALS has been invited by the National League of Cities (NLC) to Kansas City alongside libraries from 13 other cities. The NLC will grant funds to several of these cities. Webb also discussed the possibility of CALS assisting the City with the Love Your School program which is working to help promote nutrition and exercise education to address childhood obesity.

He announced that CALS has also begun work on a partnership between the library and the Arkansas Arts Center. The Art Center has a monthly program called Art Start to help promote art awareness among preschoolers. They hand out an art-themed book. CALS is providing financial support of this program called Art Start and will work to provide some gallery space for the Art Center's collections when it closes for remodeling. The Art Center will assist CALS with some events in our branches to generate more exposure for the program.

Coulter said on Monday, April 30, CALS will announce its partnership with the Pulaski County Imagination Library and all the public-school districts in the county. The Imagination Library aims to send one book a month to any child, regardless of their family's income, until they reach school age. CALS locations will serve as sign-up locations for interested patrons.

He noted that the Entegriy Audit has led CALS staff to investigate alternative funding options, outside of the Entegriy loan. One option is applying for the EBSCO Solar Grant, which gives \$100,000 to help install solar panels in libraries. Coulter noted that Hillcrest Hall is mentioned in the Entegriy Audit. The Property needs significant work to meet energy efficiency standards and to accommodate library programming.

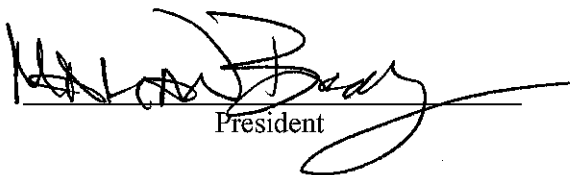
Coulter reported some turnover in CALS administration with Kristen Cruise, Adult Program Coordinator, leaving in March and Sarah Miller, Head of Ron Robinson Theater, planning to leave in May. CALS is also looking for someone to give the 2018 Rabbi Sanders Lecture, a religious oriented lecture.

Coulter concluded by saying that he is continuing to investigate data analytics across other libraries to learn how other libraries of similar size and with a similar patron service area have stabilized their circulation.

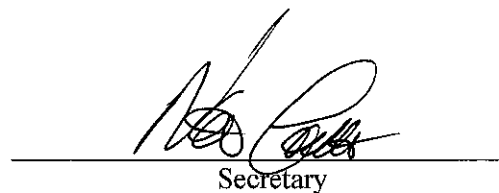
7. Other

Herrington and Sanders announced AETN's promotion of the *The Great American Read* event, a PBS program to air on Tuesday, May 22 at 7:00 p.m. During the Arkansas Literary Festival, CALS will participate by having a booth in the Main Library, first floor lobby at Book Central, so that authors and readers can share their thoughts on The Great American Read from various perspectives.

Berry moved to adjourn, and the meeting dispersed.



President



Secretary

AMENDMENT TO THE
CENTRAL ARKANSAS LIBRARY SYSTEM MATCHING PLAN

This Amendment is made this 26th day of ^{April} ~~March~~, 2018, by the Central Arkansas Library System (the "Employer") to the Central Arkansas Library System Matching Plan (the "Plan").

Pursuant to Article XIX of the Plan, the Employer hereby amends and modifies the Plan as follows:

Section 9.7 of the Plan is hereby deleted in its entirety and replaced with the following:

"9.7 RESERVED."


This Amendment also supersedes the amendment adopted by Friday, Eldredge & Clark, LLP ("Sponsor") to the Friday, Eldredge & Clark, LLP Volume Submitter Defined Contribution Plan (the "Volume Submitter Plan") on behalf of adopting Employers of the Volume Submitter Plan to comply with the Department of Labor ("DOL") Final Regulations that revised the minimum required claims procedures for disability determinations to be generally effective after April 1, 2018.

The Amendment made herein is effective as of April 2, 2018.

Where not inconsistent herewith, all the terms and provisions of the Plan shall remain in full force and effect and the Employer hereby ratifies and confirms the Plan, as amended herein.

EXECUTED the date set forth above.

CENTRAL ARKANSAS LIBRARY SYSTEM

By: 
Title: President

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF TRUSTEES OF THE
CENTRAL ARKANSAS LIBRARY SYSTEM

A special meeting of the Board of Trustees of the Central Arkansas Library System was held on ^{April} March 26, 2018.

The Chairman called the meeting to order and presided. The Secretary called roll, determined a quorum was present and recorded the minutes of the meeting.

The Chairman stated that the purpose of the meeting was to approve and authorize an amendment to the Central Arkansas Library System Matching Plan ("Plan") in order to remove inapplicable claims procedures contained in the Plan. At this time, copies of the proposed amendment were distributed for review by all those present at the meeting. Following a full discussion of the matter, the following motions were made, seconded and unanimously carried:

RESOLVED, that the Plan be amended, effective April 2, 2018, except as otherwise set forth in the Plan document, by the proposed modification as set forth in the amendment, a copy of which is attached hereto;

BE IT RESOLVED FURTHER, that the Chairman or any other legally constituted officer be, and hereby is, authorized and directed on behalf of The Central Arkansas Library System to execute the amendment of the Plan.

There being no further business to come before the meeting, it was upon motion duly made, seconded and unanimously carried, adjourned.

By: _____

Secretary