

Central Arkansas Library System
Board of Trustees Meeting
December 13, 2018
Bobby L. Roberts Library– room 124, 1st Floor

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

Staff members in attendance were Nate Coulter, Jo Spencer, David Stricklin, Lisa Donovan, Cathy Sanders, Lance Ivy, Mark Christ, Tameka Lee, Carol Coffey, Rosslyn Elliott, Polly Deems, Ellen Samples, Katherine DeRossette, Madelyn Ganos, Linda Ellis, and Elizabeth Newbern.

Action Items

1. Approval of Minutes

Berry asked the Board to consider the October Minutes for approval.

Bush moved to approve the October Minutes. Herrington seconded the motion, and the October Minutes were approved without correction.

2. Financials

Herrington reported total assets as of November 30, 2018 were \$116,204,432 with net operating losses of \$6,543,975. She noted that tax collection was up 1.46% over 2017. This leaves taxes up 2% for the year with an expected \$83,000 expected to come in December.

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

3. CACFP USDA Meals Reimbursement Approval

DeRossette said that as part of the Be Mighty Program that was funded through the CHAMPS City Grant, CALS is working to fill the gaps in the meal program where nutrition has not been provided in the past. One of these coverage gaps occurs over school breaks, such as holidays. DeRossette hopes to fill the gap by having CALS become a sponsor. She asks if the Board will give permission to serve as a USDA meal sponsor and to approve CALS seeking reimbursement from the Department of Health Services (DHS) for providing meals during this time.

Bush asked if CALS would be liable while serving as the sponsor for the food during this time. DeRossette said that food would be provided through Pepsi Co., and they should be liable for food related risk, but she would confirm that.

Rousseau moved to approve Be Mighty to act as USDA food sponsor to fill nutrition provider gaps over the holidays. French seconded the motion, and it was approved unanimously.

4. 2019 Budget Approval

Spencer reported that the Finance Committee met Tuesday, December 11, to review the budgets for all seven funds overseen by the library. She noted that the Budget Memo that was distributed to the Board before the meeting outlined that the big achievement for this year's budget was making up the \$1.5M that would no longer be available for the Collection Development Department through the Bond. For the past several years the department's budget was \$2M and only \$500,000 came from the General Fund. Everything else came from the Bond Issue which was originally set to run out in 2018. However, due to careful monitoring of Collection Development purchases there is \$600,000 remaining from the Bond for the 2019 budget, which means that CALS did not have to absorb the loss of the entire \$1.5M. The additional \$900,000 was made up through thoughtful budget cuts from other departments. Each department was asked to trim at least 8% of their respective budgets. Spencer noted that Chuck Hall, Head of Maintenance, cut his budget down 10% by moving more expensive contracted services in-house. She added that Brian Glover, Head of Grounds keeping, trimmed his budget by 8% as well.

Herrington moved to approve the General Fund Budget. Brown seconded the motion, and it was approved unanimously.

Spencer said that Stricklin and Glenn Whaley did a great job trimming the Butler Center Budget down 8%, in part because less was spent this financial year than usual.

Herrington moved to approve the Butler Center Budget. Bush seconded the motion, and it was approved unanimously.

Herrington moved to approve the Discretionary Fund Budget. Wright seconded the motion, and it was approved unanimously.

Spencer noted that Lily Kauffman, Manager of the Bookstore at Library Square; Joseph Cole, Ron Robinson Theater Manager; and Brad Mooy, Director of the Literary Festival, all managed to trim their budgets by 8%.

Herrington moved to approve the Bookstore at Library Square Budget. Rousseau seconded the motion, and it was approved unanimously.

Herrington moved to approve the Ron Robinson Theater Budget. Bush seconded the motion, and it was approved unanimously.

Herrington moved to approve the Arkansas Literary Festival Budget. Rousseau seconded the motion, and it was approved unanimously.

Spencer noted that Coulter has donated his annual bonus of \$6,000 to the Morris Fund, which is used for internal events such as parties and catering. Those funds will be combined with existing funds and distributed appropriately.

Herrington moved to approve the Morris Fund Budget. Wright seconded the motion, and it was approved unanimously.

5. Financing Entegrity Bond

Spencer reported that CALS had submitted a request for proposals to Stephens, Crews, and a few local banks. CALS received proposals from Stephens and Crews and while both had excellent offers, Stephens offered an option that fit our needs. On Tuesday, the Finance Committee met to discuss this proposal and they recommended that Stephen's proposal be approved by the Board.

Herrington moved to accept the Entegrity bond financing. Wright seconded the motion, and the financing was approved unanimously.

6. Formal Acceptance of Board Policies 109, 105 & 111: PTO, Retirement, & Comp Time

Spencer reported that during the October Board Meeting a new outlined PTO & Retirement policy was approved to put a cap on PTO accrual. To reflect those changes, Board Policies 109, 105, and 111 were carefully edited by Rosslyn Elliott, CALS's creative writer, to reflect those changes. The new policies reflect the new Rule of Seventy, the 480-hour cap on PTO accrual, the end of comp time accrual, and the end of Frozen sick accrual, which traditionally occurred once the PTO cap was exceeded.

Brown moved to adopt the edited Board policies. Herrington seconded the motion, and the policies' adoption was approved unanimously.

7. Election of 2019 Executive Members

Berry asked that the current executive members—Nancy Rousseau, Annette Herrington, and herself— be considered for re-election.

Bush moved to approve the re-election. Herrington seconded the motion, and the executive members were re-appointed by unanimous vote.

Information Items

1. Marketing & Resource Development Report

Sanders reported that CALS has begun the process of changing the signage on the Butler Center to reflect the recent change of the Arkansas Studies Institute to the Bobby L. Roberts Library of Arkansas History & Art. Ivy noted that the manufacturing process has begun, and CALS was just waiting on final design approval from Bobby Roberts.

Lee reported on CALS's Food for Fines Campaign, which allowed patrons to exchange non-perishable food donations to offset fines on their account. Each item will offset one dollar in fines and patrons can offset up to ten dollars on their accounts. All donations in Pulaski County were sent to the Arkansas Foodbank. Milam Library donated collected food items to Partners for Progress in Perryville. Totals for this program for Pulaski County location will be available next week. Milam Library reported that they collected 200 pounds of food and several hundred items such as hats, gloves, and scarves for kids. Lee noted that CALS also collected 100 toys for the Toy Drive organized by the Mosiac Templars Cultural Center as part of their Stop the Violence Initiative.

Lee reported that the Community Survey deadline had been pushed to December 29 to better allow us to meet our 5,000 entry goal. To date approximately 1,500 completed surveys have been sent in to Library Strategies.

She added that the Nexus Nook, our in-house coffee shop, will be having a soft open for staff, Board members, and invited guests today (December 13) from 6:00 p.m. to 8:00 p.m. The Grand Opening for the public will be Saturday, December 15.

Brown asked Lee if CALS had been in touch with the prison in Wrightsville. It has an ongoing need for book donations. Sanders said that they had just sent several boxes of requested donations to several local prisons but would be sure to get back in touch with Wrightsville to see if we could be of additional assistance to meet their needs.

2. Butler Center Report

Stricklin reported that the Butler Center kicked off the Pulaski County bicentennial observance with a program on Casimir Pulaski on December 5, in partnership with the County's efforts, which are described at pulaskicounty.net/pulaski-county-celebrates-200-years.

He said that the Butler Center has received funding to support the Encyclopedia of Arkansas History & Culture (EOA) from the Arkansas Community Foundation and received word that our proposal for a new initiative will receive funding from them for use during 2020. This new effort will be focused on training people to write history, especially to write their own history, who have traditionally been left out of the ranks of historians. The funding will pay for internships, training events, and the like. The Butler Center will spend 2019 recruiting people and testing some training methods.

Events coming up:

- *Second Friday Art Night*, on December 14 5:00-8:00 p.m. in the Bobby L. Roberts Library, will open a new exhibition of paintings by Terry Brewer and musical guests Lark in the Morning.
- *Corrido/Norteño group Quinto Poder*, also on December 14 at 8:00 pm in Ron Robinson Theater, will be performing original songs and holiday favorites
- *Legacies & Lunch*, on January 2 at noon in the Darragh Center, with Charles Bolton, describing Arkansas as it was on the eve of becoming its own territory, which it did in 1819.

3. Facilities Report

Ivy reported that the UA Little Rock's Downtown space was currently operating with limited hours after its opening in late November, but it would be fully operational starting in January. He reiterated that new signage for CALS buildings would be in place sometime in the first quarter of 2019. Ivy said that Entegri's energy conservation projects would also be starting in the first quarter of 2019.

He noted that the third-party housekeeping contracts had ended and that those services were being brought in-house to not only save money but also give CALS greater control over performance.

4. Statistical Report

Coffey reported that music streaming continued to be up from the previous year. She said that attendance at the branches received a bump that can be attributed to Early Voting in November, since several of our branches served as Early Voting locations in November and in December during the run-off election for mayor. There has been a drop in printed material circulation, although digital circulation is generally trending up. DVD circulation has trended down a little, and the cause is unclear just yet.

Coffey said that they have notified all patrons that CALS will be dropping Hoopla services at the end of this year, due to an unsustainable cost model. We will be switching to an expanded RB Digital services that will include more digital audiobook titles, more ebook titles, and access to 7-day passes to three streaming services - Acorn, The Great Courses, and Indie Flix.

She added that patron using reference services for help is trending down a little, but this may be due to inaccurate tracking, rather than actual reduced usage. These services are tracked using a tally mark system, and staff sometimes forget to add tally marks for every interaction with patrons.

5. Committee Report

There were no Committee Reports presented at this time.

6. Director's Report

Coulter reported that the Strategic Plan information gathering is well underway with the Community Survey and the planning for the January "Retreat"/Focus Group. He said that Library Strategies has already submitted the results of the Staff Survey. According to the staff:

- neighborhood libraries are staffed by knowledgeable individuals
- collectively that they are stretched thin and/or understaffed
- the library is a place to come and congregate
- they offer services that help bridge the tech and wealth gaps in their community
- they would like more opportunities to reevaluate programs
- they would like more nimble scheduling
- they should be trained more regularly, not just at the start of employment
- they would like more branches to be open on Sunday (not just Main and Children's)

He said that he received a call from City Director B.J. Wyrick who requested that CALS work with Rock Region Metro in a program to help homeless people get ID cards to qualify for subsidized bus transportation. Rock Region Metro Director Charles Frazier noted that he would like to help people get to CALS libraries and that while Rock Region is not eligible to apply for grants that might support that type of program, CALS would be. CALS is also exploring a partnership with Arvest for a workforce development program to provide skills that employees need.

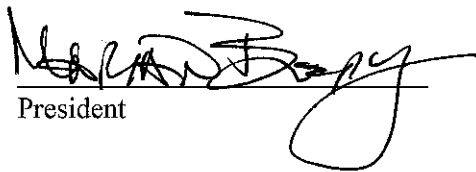
Coulter added that Congressman French Hill and Miguel Lopez are teaming up with CALS to obtain a federal grant to help teach classes for citizenship applicants and provide support through the Nationalization process.

7. Other

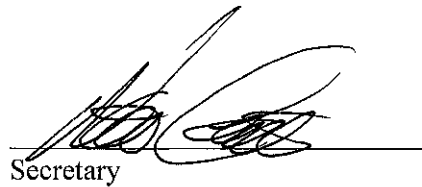
Rousseau expressed gratitude for CALS Tech Card program. Central High School has approximately 2,500 students and having Tech Cards available this past year allowed teachers to use alternative methods of instruction so that students didn't have to make up snow days this year. Central's teachers have been learning about the Tech Cards and finding new ways to connect their students with learning resources.

Coulter noted that this meeting marked the end of Board Member Mike Berg's second term. Berg was absent from the proceedings today but will be missed. Sherwood's Mayor will be appointing his replacement before the next meeting in January.

Berry adjourned the meeting.



President



Secretary