

Central Arkansas Library System
Board of Trustees Meeting
July 25, 2019
The Bookstore – 3rd Floor Meeting Room

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

Staff members in attendance were Nathan James, Nate Coulter, Lisa Donovan, David Stricklin, Lance Ivy, Mark Christ, Jo Spencer, Joe Hudak, Tameka Lee, Cathy Sanders, Carol Coffey, Pam Rudkin, Ellen Samples, Rosslyn Elliott, Polly Deems, Linda Ellis, Kay Kay Derosette, and Elizabeth Newbern.

Also in attendance were Kyle Elmore and David Pollard from CPA firm BKD; and Charles Frazier, executive director of Rock Region Metro.

Action Items

1. Approval of Minutes

Rousseau, acting as Board President in Marian Berry's absence, asked the Board to approve the May Minutes.

Bush moved to accept the May Minutes as written. French seconded the motion, and the May Minutes were approved unanimously.

2. 2018 Audit Presentation

Spencer introduced Kyle Elmore and David Pollard from CPA firm BKD. Elmore said that the presented draft has been fully reviewed but is in draft form to accommodate any final questions or concerns. He said that there were no internal control issues noted and the independent auditor report confirmed that. Elmore said that the numbers were reported on a modified accrual basis, which is typical for government and non-profit organization reporting. He noted that page 13 showed the balance sheet of various funds and did not include capital assets or long-term debt, which were not considered significant. In total the library has \$31 million in assets and \$2.2 million in liabilities. The long-term debt adds an additional \$2 million, but overall this is a strong stance for the library. Elmore added that the net change for this year over 2018 was \$355,000. The management letter lists some of the common items and new standards that will become relevant for the annual audit in the next several years. Elmore finished the presentation by noting that the audit draft has a clean opinion.

On behalf of the Finance Committee, Herrington moved to accept the 2018 Audit. The motion was approved unanimously.

3. Financial Report

Herrington reported that the net income for May was \$3,719,551 and in June total assets came to \$118,439,516 with a net income of \$291,449. She noted that there was a 4.3 % increase in tax collection

over July of the previous year. She added that taxes collected to date represent 50% of the amount expected for the year.

On behalf of the Finance Committee, Herrington moved that the May and June Financials be filed for Audit. The motion was approved unanimously.

4. Approval of Updated Board Policies

Donovan said that the presented policy updates reflect changes already approved by the Board as well as corrections to ensure that all policy is consistent with actual procedural operations. French thanked the Branch Service Coordinators for their hard work on this policy review and asked if the recommended elimination of Policy 601 was accommodated for elsewhere. Donovan responded that this policy was recommended to be eliminated since it did not reflect actual procedures. Operational issues are handled by the overseeing Branch Manager and/or the Operations Department rather than the Executive Director. This is reflected in the Branch Manager's procedural manual. Donovan asked for the Board to approve the reviewed and updated policies.

Grice moved to accept the updated Board Policies. Porter seconded the motion and the updated policies were approved unanimously.

5. Approval of State Library Scholarships

Donovan asked the board to approve the application for an Arkansas State Library (ASL) scholarship for three CALS employees who have completed 12 credit hours towards their MLIS degrees:

- Main Library employee Elizabeth Newbern, who currently serves as Administrative Assistant to the Executive Director and is working towards her MSLIS at Simmons University;
- Main Library employee Amanda Hayes, who currently serves as full-time Library Assistant and A/V specialist, and is working towards her MLS at Texas Woman's University; and
- Roosevelt Thompson Library employee Jessica Butkovic, who currently serves as Assistant Manager and is working toward her MLS at Texas Woman's University.

Guerrero moved to approve the application for ASL scholarships for these three employees. Bush seconded the motion and it was approved unanimously.

Information Items

1. Presentation by Rock Region Metro

Coulter introduced Charles Frazier, Director of Rock Region Metro (RRM), to the Board of Trustees. He noted that Frazier came to Little Rock a little over a year ago from West Palm Beach, FL and had some great partnership ideas for RRM and CALS. Frazier thanked Coulter and said that RRM is the largest provider of public transit in the state with 10,000 passengers transported each day and 2.3 million trips provided annually. The mission of RRM is to "provide safe, reliable, convenient, and cost-effective transit service." Frazier said that in many ways they are meeting their mission every day, but they do know that they do not provide enough service. RRM's services do not start early enough, do not continue late enough, and have limited utility on Sunday. He is currently looking for solutions to those problems and

sees the library as an ideal partner since 12 of the library's 14 locations are located along existing bus routes.

The first partnership project among CALS, Be Mighty, and RRM was the Be Mighty Metro Pass distributed this summer and funded by the National Recreation and Parks Association (NRPA). Of the Be Mighty meal sites, 96 % were located on or were adjacent to existing bus routes. The funding from the NRPA allowed Be Mighty to distribute 1,200 bus passes, good for two months of RRM rides, for free. Kids ages 12 to 18 received 1 pass and kids ages 11 and under received 2 passes (one for the child and one for their parent/guardian). Over the two-month period, RRM provided 14,000 trips to meal sites and other destinations through this partnership. They hope to expand the work on this program by applying for an additional \$150,000 to continue efforts to fight obesity through this meal program.

Frazier reported on a new program that could benefit users at McMath. On August 5, RRM will roll-out a pilot of their Metro Connect program in the area along John Barrow Road, which is an area that is currently not well served by existing RRM routes. Currently, the bus only runs every 65 minutes, which is a long wait time. Metro Connect seeks to solve this problem by providing two smaller vehicles that will roam the area, not unlike Uber or Lyft, and provide local rides at a cost of \$1.35. In closing, Frazier said he looks forward to future partnerships between RRM and CALS and invited Board members to contact him at cfrazier@rrmetro.org or 561-542-4795 for additional questions, concerns, or ideas.

Porter asked what happens when riders need to arrive at an area outside of the pilot program's service area. Frazier responded that riders could be transported to a transfer location to connect to a route where they could arrive at their destination. Guerrero asked why Frazier had pinpointed veterans and seniors for the Metro Rides-to-Wellness program. Frazier responded that his understanding is that both senior and veterans have reported that their needs in the form of transportation to get to doctors' appointments and the pharmacy are not currently being met by existing services. This program is an attempt to meet those needs, although it is not entirely fleshed out yet.

2. Marketing & Resource Development Report

Lee reported that the Marketing & Resource Development Department had decided to work with marketing firm Thoma Thoma to develop their PR & Marketing Plan. She also said that there would be some changes to the upcoming program guides that reflect more focused activity tracks. It will more closely resemble a magazine.

She also added that in addition to the Galleries at Library Square's participation in Second Friday Art Night, the Bookstore at Library Square also has an exhibit during that evening and highly encouraged the Board members to stop by.

Lee said there are several upcoming events at CALS Ron Robinson Theater:

- "Country Music" sneak peek with The Salty Dogs & special guests Buck Trent, Tim Crouch, and Chuck Dodson will be performing on August 16. The doors will open at 7:00 p.m. The event begins at 8:00 p.m.
- Every Thursday through August 15, the theater will be showing Star Wars Films. The films will begin at 7:00 p.m. On July 25, *Star Wars: Episode III - Revenge of the Sith*, will be

shown. Episodes IV, V, and VI will be shown in coming weeks. Tickets for all showings will be \$5.

- There will be a showing of *Chelsey Boneshell: A Brush with the Future* on July 26 that is free and open to the public. Doors will open at 7:00 p.m.
- There will be a viewing of *Hidden Figures* on July 30 at 7:00 p.m. in honor of this year's Summer Reading Club theme, A Universe of Stories. This showing is free open to the public.

Lee asked Adult Programming Director Mark Christ to present upcoming events. Christ announced several upcoming events for adults:

- The *Issues that Matter* forum, co-sponsored by KUAR and the League of Women Voters of Pulaski County, has two upcoming events. Christ noted that these events will be occurring out at our branch locations as much as possible.
 - A forum focused on Education is scheduled for August 22 at Dee Brown Library.
 - A forum focused on the U.S. 2020 Census is scheduled for November 14 at Nixon Library.
- J. N. Heiskell Lecture will on October 10 at 6:00 p.m. at Ron Robinson Theater. This year's lecture will feature Walter Hussman Jr. publisher of the Arkansas Democrat-Gazette.

Lee thanked Christ and invited Youth Services Coordinator Ellen Samples to discuss Summer Reading Club (SRC) with the Board. Samples announced that 2019 was a record-breaking year for SRC. We enrolled over 13,600 participants (9,500 kids and teens; 4,000 adults), which broke our previous record from 2012. The online component of SRC allows participants to log the books they read during the program and while we certainly suspect these numbers are larger based on circulation, we have over 10,000 books logged for the summer. CALS has also done a lot of outreach this summer through Pulaski County Youth Services, St. Mark Baptist Church, and Youth Home to name a few of our bigger outreach events. As always, She acknowledged that none of this would have been possible without the hard work of our CALS staff, and she thanked them for all of their hard work.

Samples also wanted to make note of two upcoming events for Youth Services: the third year of the Tech Card Project, which has now expanded to the LRSD, PCSSD, JNPSD, many private and charter schools, and new this year the two Perry County school districts. She also added that CALS had been working with AR Kids Read and the Campaign for Grade-Level Reading to create an after-school tutoring program to support literacy skill acquisition outside of school hours. Guerrero asked where the kids will go to receive this tutoring. Donovan responded that we are considering pilot programs in two schools and that tutoring will either take place in the student's school or a CALS location. Frazier pointed out that there are transportation programs in place for eStem and LRSD high school students to receive free bus passes during the school year. There is, additionally, an unlimited bus pass available for youth experiencing homelessness.

3. Roberts Library Report

Stricklin reported that this year's Annual Genealogy Workshop featuring Angela Walton-Raji was a great success. It included 175 participants, which unlike years past was made of mostly African American individuals. The Roberts Library is proud to support the growth of genealogy research materials for African Americans because traditionally they have had a much more difficult time tracking down historical records. He also noted that the Roberts Library has several upcoming events, which include:

- Legacies & Lunch
 - On August 7, Jim Yeager will speak about his book on Arkansas's Baseball Legends in the Darragh Center at noon.
 - On September 4, 2019 the teacher of the year, Stacey McAdoo, will be talking about her work with students and poetry. This will also be in the Darragh Center at noon. This talk will be given again on Monday, September 23, at 6:00 p.m. at one of our branches.
- Benji de la Piedra will begin his year-long residency as the artist in residence at the Roberts Library. This is fully funded by a grant. On September 23, de la Piedra will give a talk about his research on Herbert H. Denton, Jr.

4. Statistical Report

Coffey reported that total circulation went up 5% in May and 2% in June. Physical circulation was down in both months over the previous years, while digital circulation grew, although not at the same level as CALS has seen in the past few months. Freegal, in particular, seems to be heavily used by student Tech Card holders, so those numbers are down now that school is out. The drop in physical circulation has accelerated somewhat over the last couple of months, but our digital circulation is still making up for it and circulation of printed items still makes up the largest percentage of our total circulation. Some branches are up, but others are down. Brooks, especially, seems to be doing well after we increased the number of items that circulate well there and moved items that did not circulate well there to other locations.

Program attendance in June is down a bit. In 2018, the Roberts Library co-sponsored a couple of fairly large events that it did not participate in this year and that seems to be the primary reason for the drop. Removing those events from last year's numbers would keep program attendance in June steady.

Coffey noted that she handed out a corrected version of the June report at the meeting. She and Ellen Samples found a couple of errors in the June report for Children's Library that improved their program attendance numbers. They were down only 5% as opposed to 10%.

5. Director's Report

Coulter presented an abbreviated version of the Strategic Plan Dashboard to give board members an idea of the progress being made on various aspects of the Strategic Plan Goals. He noted that regular updates would be forthcoming and that a more in-depth coverage of the Dashboard would be done at next month's meeting.

He noted recent news reports about Walmart challenging the amount it is taxed for the store locations it owns and operates across the country. Walmart argues that it should be taxed as if those properties were closed businesses. This is known as the "Dark Store" Theory. This issue is going to be decided by the Arkansas Supreme Court. If Walmart prevails with its theory, it will adversely affect the library and all public schools here, which both receive money from property taxes collected by the county. Coulter reported that the library may need to intervene in the litigation along with the school districts in our service area. If this comes to pass, you may be asked to vote on this issue next month. Porter asked if this has happened in other states. Coulter responded that this has already been an issue presented in between 15 and 20 other states across the country. The results from those litigation cases has been mixed.

Coulter noted that they do finally have some prospects to renovate Hillcrest Hall, which has been a location primarily used as a reasonably priced meeting space and wedding venue with virtually no library programming occurring there. He has a potential donor lined up who could provide funds to renovate the space, still allowing for the bottom floors to be used as an event venue but creating a warm inviting public space on the top floor.

Coulter concluded by stating CALS had a busy weekend at Library Square with a successful book sale. Polly Deems provided statistics from the sale ahead of this day's meeting.

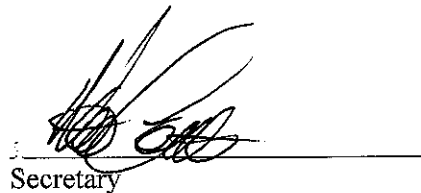
6. Other

Rousseau announced an upcoming event to be put on by the Tiger Foundation on September 24 at the Ron Robinson Theater. The event would honor Little Rock Central High School graduates and citizens of the area who had achieved great accomplishments in various aspects of the arts. It will cost \$100 a person to attend. Save the dates should be sent out shortly and will definitely be available at the next meeting.

Rousseau called the meeting adjourned at 1:07 p.m.



President



Secretary