

Central Arkansas Library System
Board of Trustees Meeting
December 10, 2019
Bobby L. Roberts Library – Room 124

Board Members in attendance were Marian Berry, Nancy Rousseau, Brandon Grice, Annette Herrington, Robert Brown, Andre Guerrero, John Bush, Sheila Wright, Sophia Said, Kelly Moss, and Stephanie Gibson-Branton (dialed in on conference phone). Marilyn Porter and Sarah French were absent.

Staff members in attendance were Nathan James, Lisa Donovan, Jo Spencer, Nate Coulter, Cathy Sanders, Tameka Lee, Lance Ivy, Carol Coffee, David Stricklin, Kate Matthews, Kay Kay DeRossette, Pam Rudkin, Ellen Samples, Rosslyn Elliott, Polly Deems, Linda Ellis, Elizabeth Newbern, and Nathania Sawyer.

Also, in attendance was Rachel Herzog, reporter for the Arkansas Democrat-Gazette.

Action Items

1. Approval of the Minutes

Berry asked the Board to approve the October Minutes.

Bush moved to approve the October Minutes as written. Rousseau seconded the motion and the minutes were approved unanimously.

2. Financial Report

Herrington stated that as of October 31, 2019 the total assets for CALS are \$115,609,111 with net losses of \$2,420,426. November numbers were not available at the time of the meeting and will be presented alongside the December numbers at the meeting in January. She reported that as of November, tax collections are up 4.34 % year to date over the previous year. This resulted in collection approximately \$400,000 above what we expected.

On behalf of the Finance Committee, Herrington asked that the October financials be filed for audit. Grice moved to file the financials for audit. Bush seconded the motion and it was approved unanimously.

3. Approval of the 2020 Budget

Spencer asked Coulter to go over a few points on the Budget Memo for the Board. Coulter said he is happy to report that CALS is in the black for 2019 thanks to the larger than expected tax collection income for this year. In 2020, CALS' collection development budget will come completely from operational revenues. In years past, a large portion of that budget was funded from bond money. CALS staff worked hard to ensure that when the bond money ran out at the end of 2019, the library would be able to fund the purchase of materials without it. He said that the 2020 budget reflects what CALS learned the community needed when the strategic plan was developed. This includes more equitable resource distribution to the branches, a boost in staff pay (2-5 % raise for all staff this year) and hiring three new

staff members for community outreach and liaison positions. The budget assumes a conservative 1 % growth in tax collections for 2020.

Herrington noted that the Finance Committee has discussed the 2020 Budget and Budget Memo at some length and has recommended that the Board approve each fund's budget.

On behalf of the Finance Committee, Herrington moved that the General Fund budget for 2020 be approved. Grice seconded the motion and it was approved unanimously.

Coulter noted that the Butler Center budget presented here does not capture the full scope of the work done through this part of CALS. Much of that is captured through its staffing, which is included in the General Fund Budget. The only change to the Butler Center budget was that Arkansas Sounds has been moved to the Ron Robinson Theater's budget since that is where the bulk of its programming occurs.

On behalf of the Finance Committee, Herrington moves that the Butler Center budget be approved by the Board. Wright seconded the motion and it was approved unanimously.

Herrington said that the next fund for approval was the Discretionary Fund budget which is made up off gifts to the library. Bush asked if there were any substantial changes to where funding was coming from for specific programs, aside from Arkansas Sounds moving to the Theater budget. Spencer indicated that the only real change to the budget, not already mentioned earlier, was the elimination of the three part-time archivist positions. There were no changes to funding for programs.

On behalf of the Finance Committee, Herrington moved that the Discretionary Fund budget for 2020 be approved. Wright seconded the motion and it was approved unanimously.

Herrington said the next fund for approval was the Bookstore at Library Square Fund budget.

On behalf of the Finance Committee, Herrington moved that the Bookstore at Library Square fund budget for 2020 be approved. Grice seconded the motion and it was approved unanimously.

Herrington said that the next fund for approval is the Ron Robinson Theater Fund.

On behalf of the Finance Committee, Herrington moved that the Ron Robinson Theater fund budget for 2020 be approved. Brown seconded the motion and it was approved unanimously.

Herrington said that the Six Bridges Book Festival was the next one for approval.

On behalf of the Finance Committee, Herrington moved that the Six Bridges Book Festival's budget for 2020 be approved. Rousseau seconded the motion and it was approved unanimously.

The final budget for approval is the Morris Fund Budget.

On behalf of the Finance Committee, Herrington moved the Morris Fund budget for 2020 be approved. Wright seconded the motion and it was approved unanimously.

4. Election of Officers

Berry asked the Board to consider the following proposed slate of Board officers for 2020.

Annette Herington, President of the Board
Nancy Rousseau, Vice-President of the Board
Brandon Grice, Treasurer

She asked for the Board to approve the presented offers.

Brown moved to approve the proposed slate of officers for 2020. Bush seconded the motion and it was approved unanimously.

Information Items

1. Marketing and Resource Development Report

Lee reported that there were several events coming up in December at CALS:

- On December 13, the Little Rock School District choirs will be performing a holiday concert. It will begin at 7:00 p.m. and is free and open to the public.
- Now through December 31st, CALS has an active Book Club Giving Campaign. Each donation gives the participating book club the opportunity to vote for one of the authors that will be coming to the Six Bridges Book Festival this spring.
- Also on December 13, 2nd Friday Art Night will host Mr. and Mrs. Claus in the Galleries at Library Square and feature an exhibition of the National Pastel Show.
- The Ron Robinson Theater will also be showing Holiday Movies every Tuesday this month for \$5 starting at 7:00 p.m.
- On Wednesday, December 18, there will also be a Flip the Switch event at the Hillary Clinton Children Library and Learning Center to debut the newly installed solar panel array. The event will begin at 11:30 a.m.

She also noted that CALS Library Square won first place in the Downtown Little Rock Partnership's "Get Lit" competition for their light decorations which were put up with help from Art Director Colin Thompson and CALS maintenance staff members. CALS staff has won a party on the street car.

Lee asked Samples to speak about some of CALS upcoming Youth Programs. Samples noted that Dee Brown Library just received a mini-grant for an "Hour of Code" program. CALS Annual Grinchfest Event will be happening on Monday, December 23 starting at 9:00 a.m. at Children's Library. Grinchfest features local celebrity Craig O'Neil dressed up as the grinch. CALS has also been hosting Gingerbread Mania to have kids build their own gingerbread houses at locations throughout the system, including Milam, Maumelle, Main, Sanders, and Terry.

Samples asked Christ to speak about upcoming Adult Programs. He said that he has been speaking with Charles Frazier at Rock Region Metro to set up a series of Open Houses to give information about

collective services and reach out to those who aren't using the service. This will happen from January 21 through 23. CALS will also be hosting 8 "Clutter No More" workshops using Kon Mari's philosophy to do some spring cleaning. Sue Fehlberg from Tidy Nest will be leading these. This coming year marks the 50th Anniversary of Dee Brown's *Bury My Heart at Wounded Knee*. CALS has received a grant from the Department of Arkansas Heritage to do some programming about him, his work and Indigenous People's culture. Christ noted that CALS does have Dee Brown's papers and his typewriter at the Dee Brown Library. There will be some lectures and other programming coming up this year and he still welcomes any and all ideas.

Nathan James also noted that CALS would be working with a vendor to help improve our email notices. The vendor has never worked directly with the CALS system before, so CALS is providing them access to the system to develop the connection on their end in exchange for a reduced price for the service. Currently the process is clunky but once the vendor connects to CALS system, there will be some nice new notices with marketing materials.

2. Statistics Report

Coffey reported that total circulation rose 2% in October but remained flat in November. The relatively positive results can be attributed to the continued growth in digital circulation. OverDrive circulation dipped a bit in November, but it is not yet known if that can be attributed to the change in publisher lending models. She noted that staff and instructional assistance saw growth in both months while in-house use of materials was down in October but higher in November. She said programming attendance continues to rise each month. The number of visits to CALS' website continues to grow.

She said that the door count was up by about 2% over the same period last in 2018. Coffey added that year-to-date door count from January through October (the November numbers weren't ready in time to include in this metric). Even though the October and November numbers were lower in 2019, year-end totals are predicted to be up over 2018. Programming attendance in 2019 was up 10% over the same period of time in 2018. [Both of these statistics were presented in charts to the Board to see the changes over time.]

Coffey said that changes will be coming to board statistical reports in 2020. Based on evaluation of reports used by other libraries, the plan is to focus more on big picture, systemwide numbers. The Board should expect to see year-to-date comparisons for key metrics to give a better sense of how CALS is doing holistically.

Nathan James said that CALS learned that due to the cost of Overdrive use, staff will need to stop patrons from North Little Rock and those who are CALS area employment cards from using our extensive Overdrive services. These two patron types do not pay any taxes to the county for the operational costs of the library. They are getting all of CALS services free of charge, unlike the residents/tax-payers of Pulaski County. CALS is still working on the best way to execute this equity plan but will implement some limitations starting in January. [This change has been postponed until Board Policy 401 has been revised.]

3. Update on Strategic Plan Progress

Coulter said that an update would be presented at the January Meeting instead due to time constraints.

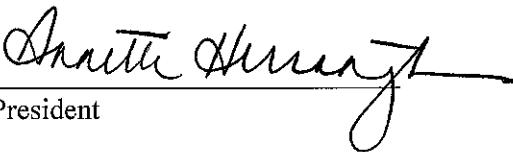
4. Director's Report

Coulter said that in June or July of this year, a former employee of CALS – Maribeth Murray – passed away. In her will, she left a \$5,000 gift to the Morris Fund and half of her estate to the library. It's not yet clear what that entails.


He announced that today's meeting would be the last for Board member Sophia Said. She came onto the Board after another member whose term had barely begun had to move from Little Rock. She has provided a great deal of insight on planning the CALS Book Festival and has participated as a panelist for several events over the years. Coulter noted that Said had met with Mark Christ and Brad Mooy on how she can continue that work even when she's off the Board. She will be missed and CALS was fortunate to have her on the Board for the time that she did serve.

He said that if the Board members had not received a copy already, CALS does have copies of the State of the Library 2019, available for everyone. Rosslyn Elliott, CALS creative writer, spearheaded the project and would be happy to answer any questions about it.

Berry adjourned the meeting at 1:20 p.m.



President



Secretary