

Central Arkansas Library System  
Board of Directors Meeting  
May 28, 2020  
Zoom Video Call

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

Staff members in attendance were Jo Spencer, Nate Coulter, Nathan James, Lisa Donovan, Ellen Samples, Lance Ivy, Tameka Lee, David Stricklin, Cathy Sanders, Kate Matthews, Pam Rudkin, Joe Hudak, Mark Christ, Polly Deems, Kay Kay DeRossette, Candace White, Rebecca Beadle, and Elizabeth Newbern.

Also in attendance Rachel Herzog, reporter for the Arkansas Democrat-Gazette, and Nathania Sawyer, private citizen.

**Action Items**

**1. Approval of the Minutes**

Herrington asked the Board to approve the April Minutes with submitted corrections.

Grice moved to approve the April Minutes with submitted corrections. Berry seconded the motion and the Minutes were approved unanimously.

**2. April Financials**

Grice reported that as of April 30, 2020, CALS assets totaled \$105,099,965 with net losses of \$3,022,627. He noted that there is a decrease in revenue related to fewer fines, fees, and parking. He added that CALS has seen reduced expenses for contract services and operations; CALS can expect to see a salary expense reduction in May once the furloughs and work share are instituted. May collections are at \$5,321,669, which is down on \$154,000 for the year. He said that this is likely due to people taking advantage of tax relief in response to COVID-19.

Brown asked if savings have been realized during the CALS' closure and he also asked why there is an 838 percent increase on the Miscellaneous Expense item line in the financial report. Spencer said that the library had saved a total of \$190,000 to date due to decreased expenses in operations and the temporary stop of contract work. She added that the increase on the Miscellaneous Expense item line is due to a rebate check from Dell that was received in April.

On behalf of the Finance Committee, Grice moved that the April Financials be filed for audit. Wright seconded the motion and it was approved unanimously.

### **3. Approval of Plan to Reopen the Library**

Coulter said that CALS was ready to move into Phase 3 of their emergency operation plans. CALS plans to reopen the system in stages, with four libraries reopening each week through the month of June. The first four libraries, which will include Milam Library in Perryville and Nixon Library in Jacksonville as well as two Little Rock libraries, will reopen on June 8. These libraries will open for a limited number of hours and for only three days each week. There will be requirements to wear masks and practice social distancing while in the building for both staff and patrons. He noted that this plan was briefly explained in the video distributed ahead of the meeting.

He said there will also be a cap on the number of people allowed in the building at a time. McAdoo asked for clarification on what these caps will look like at each location. Donovan responded that this will depend largely on available space in each location. All the caps have been decided based on the location staff's evaluation of the space and subsequent recommendation. However, she noted that in most cases, the Main Library being an exception, the cap will be 10 people or fewer on site at a time. Half of the available spots will be held for patrons who call to reserve a time; the other half will be for walk-in patrons. Coulter said that it should be noted that curbside pick-up and services will continue even as libraries reopen.

Coulter said that he has been in communication with other libraries in the region who had recently reopened, such as Fayetteville Public Library and Garland County Public Library; these library directors said they had experienced no major issues. Guerrero said that he had heard that in some places that had reopened, not libraries, there had been issues with people being angry about being asked to wear face masks or keep to social distancing practices. Donovan said that there are measures in place to counter for this. CALS security staff will be ready to handle this type of disruption should it occur, there will be masks on-site for patrons who might not have one, and there will be a screening checklist that will have to be completed before a patron can enter. Donovan also noted that CALS plans to begin reopening procedures conservatively and start slow. The administration will make adjustments as needed.

Donovan said that Rebecca Beadle, community resource specialist, will be at Main to continue to help staff through their experiences with COVID-19, and assist patrons, especially CALS homeless patrons to have some safe spaces to be during this time.

Herrington thanked the staff for all their hard work on this plan and asked the Board to consider the Library Reopening Plan for approval.

Berry moved to approve the Plan to Reopen the Library. Rousseau seconded the motion and it was approved unanimously.

## **Information Items**

### **1. Director's Report**

Coulter said that while he provided a summary of updates in writing ahead of this meeting, he wanted to provide some time for CALS staff to elaborate on programs and updates occurring around the system. He asked Lee to speak briefly about a few recent events. Lee said that programming numbers for the virtual programs have been really good. The Catharine Arnold virtual conversation last week was attended by 139 people and continues to get view on CALS YouTube channel. DeRossette reported that CALS had provided 72,000 meals as of today, May 28, 2020.

Coulter reiterated that the Six Bridges Book Festival had been officially moved to a weekend in October. Tim O'Brien's event will be held in the Roosevelt Thompson Theater at LR Central High School. Brown asked if there was any information about the Arkansas Cinema Society's event that usually occurs in Ron Robinson Theater. Nathan James responded that he was not sure about the Arkansas Cinema Society's event but thought it may also have been moved to October.

Donovan also noted that although our libraries will not be fully open over the summer, CALS will still be hosting its regular Summer Reading Club. She asked Ellen Samples to speak briefly about it. Samples noted that registration has started online, and it is available to everyone in Beanstack. There is more information about how to register available on CALS' website. She said that they would be continuing to provide virtual programming with partners, there will be walking story paths at several locations for visitors to walk and read a story, the regular free book bag would be available, and there will still be an adult summer reading program as well as one for children as CALS has done in the past.

### **2. Other**

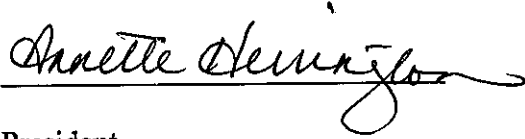
Donovan wanted to take time during the meeting to recognize the efforts of some of our hard-working library leaders. These individuals have had meetings every day at 11:00 a.m. to help craft CALS reopening plan and work through issues that have come up during the COVID-19 crisis. These include but are not limited to Jo Spencer, Ellen Samples, Pam Rudkin, Kate Matthews, Candace White, Carol Coffey, Cathy Sanders, Joe Hudak, Kay Kay DeRossette, Mark Christ, Rebecca Beadle, Lance Ivy, Nathan James, and Tameka Lee.

Stricklin said he wanted to welcome two new staff members, Jessica McDaniels and Maria Aguilar. These are the two community liaisons that we planned to hire in accordance with our Strategic Plan. Aguilar will be working closely with our Latinx community while McDaniels will be working with our African American/black community. He said he was very excited to begin working with both of these individuals as they come aboard in coming weeks.


Rousseau also noted how proud she was of some of her students who began a book drive to help give students books who came for meals at CALS.

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Herrington called the meeting adjourned at 1:11 p.m.

A handwritten signature in cursive script, appearing to read "Annette Herrington", written over a horizontal line.

President

A handwritten signature in cursive script, written over a horizontal line. The signature is stylized and difficult to decipher.

Secretary