

Minutes of the Board of Trustees
William F. Laman Public Library
June 3, 2019
10:30 AM

The Board met at the Main Branch in Room 126 at 10:00 a.m. Ms. McLean called the meeting to order at 10:30 a.m. Those present were Ms. Crystal Gates, Executive Director; Ms. Valerie McLean, President; Ms. Esther Crawford; Ms. Vicki Matthews; and Mr. Sonny Rhodes. Ms. Joyce Brewer and Ms. Kim Drake were absent. Motion Ms. Crawford, second Mr. Rhodes to excuse the absences of Ms. Brewer, Ms. Drake, and Mr. Baxter. Motion carried unanimously. Also present: Ms. Stacy Purdy, Mr. Richard Theilig, Ms. Fredonna Walker, Ms. Kyly Plumlee, and Mr. Jake Sandlin. Mr. Baxter arrived at 10:45 a.m. Under public comments, Ms. Plumlee shared that the Children's Department has transformed itself for summer reading, and that 88 teens have already registered in the Teen Center.

Motion Ms. Crawford, second Mr. Rhodes to approve the Minutes of May 13, 2019. Motion unanimously carried.

Ms. McLean gave the Finance Committee report. The members met, coming together having done homework on potential budget cuts. Ms. Gates had also created an updated budget with small cuts in many areas. Continuing education, training, and travel expenses were moved back to the operating budget. Other service expenditures will be evaluated during next year's budget process for potential moves to the operating budget. Ms. Gates provided a copy of the most recent charge collectible received from the Pulaski County Treasurer's office, which shows the expected millage revenue to be collected for 2019. She explained that in preparing the original budget she already reduces the expected revenue from that provided by the Treasurer's office. To show how actual received revenues compare to early estimates, Ms. Gates will request copies of the charge collectibles from the last several years. There are no plans to cut positions or personnel; Ms. Gates will continue to evaluate staffing and look for creative ways to maintain services without hiring new employees. It was noted that we need to keep in mind that we have been in a tight spot since the new facility was opened, our issues are not going away soon, and we need to continue to keep an eye on them. In considering how to eliminate the current debt, the first step was to make cuts where possible, and the next step is keeping the Mayor informed. Ms. Gates will check with the Mayor's office to have a meeting scheduled for the Finance Committee to meet with the Mayor.

Motion Mr. Rhodes, second Mr. Baxter to approve the 2019 Amended Operating Budget as presented. Motion carried unanimously. Ms. Gates also reviewed the proposed Service Account Budget, which included the updates to her working version. Motion Ms. Matthews, second Ms. Crawford to approve the 2019 Service Budget. Motion carried unanimously.

Ms. Gates presented the director's report. Her PTO balance is 282.22 hours. She is working on a new Tech plan since the one previously used is outdated and does not match current budget restrictions. City Attorney Amy Fields was unable to meet with the Board today, but she plans to attend the July meeting review FOIA rules. Ms. Gates discussed administration's review of Argenta hours and needs. It is her recommendation that the Argenta Branch close on Saturdays

due to low usage. A usage review showed that the Branch only sees five to fifteen visitors on Saturdays, and several of those visit both locations. The cost per use is simply too high; in addition, closing on Saturdays would make staffing the branch easier and perhaps better utilize staff during the week. Motion Ms. Matthews, second Ms. Crawford to close the Argenta Branch on Saturdays beginning the first Saturday of July 2019. Motion carried unanimously.

Ms. Gates reviewed her conversation with Nate Coulter, CALS Director, and her research into the possibility of the library joining as a branch of CALS, including cost savings and changes to collections, resources, and services, such as saving on building and maintenance costs but losing certain electronic resources and changing policies. Based on Laman's uniqueness, its services, and resources, including its participation in area consortia agreements to best-utilize funding, Ms. Gates believes that it would not be a good fit for the community for Laman to become a CALS branch. After researching the potential changes, she met with Mayor Smith to get his feedback since the Library is a city department. Mayor Smith also believes that it is in the community's best interest that Laman stay a municipal library of and for the City of North Little Rock. Upon discussion, the Board stated that they would like for the conversation to remain open for further discussion if the library's needs change, and to keep in mind all options when considering how to eliminate the library's debt.

Ms. Gates reviewed the public relations information submitted to area media. Upcoming events include Art Walk at Argenta on June 21, 2019, 5-8 p.m.; the ongoing NASA Hubble Space Telescope exhibit, and Dr. Jennifer Wiseman's program regarding the Hubble Telescope on June 14th at 6 p.m. The next regular meeting will be Monday, July 8, 2019, at 10:30 a.m.

Under board member comments, Ms. McLean thanked Ms. Matthews, Mr. Baxter, and Ms. Gates for freely giving their time and dedication to evaluating the budget and potential amendments. Mr. Baxter appreciated the committee's work on the budget and for everyone working well together to make difficult decisions. With no further business to discuss, motion Mr. Baxter, second Ms. Crawford to adjourn. Motion carried unanimously.

Crystal Gates, Secretary