

Minutes of the Board of Trustees
William F. Laman Public Library
February 10, 2020
10:30 AM

The Board met at the Main Branch in Room 124 at 10:30 a.m. Ms. Crawford called the meeting to order at 10:30 a.m. Those present were Ms. Crystal Gates, Executive Director; Mr. Charley Baxter, Ms. Joyce Brewer, Ms. Esther Crawford, Ms. Kim Drake; and Ms. Vicki Matthews. Ms. McLean and Mr. Sonny Rhodes were absent. Motion Ms. Brewer, second Ms. Drake to excuse the absences. Motion carried unanimously. Also present: Mr. Stephen Simpson, Ms. Stacy Purdy and Mr. Richard Theilig. Under public comments Mr. Baxter and Ms. Brewer shared that they had received cards thanking the Board for keeping Argenta Branch open. Ms. Brewer participated in a UAMS study on pain and opioids.

Motion Mr. Baxter, second Ms. Drake to approve the Minutes of January 13, 2020. Motion unanimously carried.

Ms. Gates reviewed the Financial Report, including noting that expenses for 2019 that are paid in 2020 will be moved back to fiscal year 2019 during the audit. Motion Mr. Baxter, second Ms. Brewer to approve the Financial Reports for December 2019 and January 2020. Motion carried unanimously.

Ms. Gates reviewed the Statistical Report. Ms. Drake noted that she was initially against joining the Overdrive consortium, but after having accessed it for several months, she is completely on board. Ms. Gates reviewed information she received regarding the Central Arkansas Library System potentially pulling out of the reciprocal borrowing agreement with Laman and out of the Gateway Project, and how those actions would affect Laman. Motion Ms. Drake, second Ms. Brewer to approve the Statistical Report. Motion carried unanimously.

Ms. Gates submitted a Director's Report with the packet. Highlights included: the official opening of the Studio makerspace on February 6; Main Branch entrances are getting an update on slip resistant coating; quotes have been requested for tearing down the wall outside the children's entrance or constructing a usable space if possible; a patron rammed part of the Main Branch handrail and the City is already working on the repairs; and the Main Branch cooling tower has a stop-gap for a major leak, but the contractor is recommending replacement. Ms. Gates recommended replacing the cooling tower now, before the summer heat wave, but noted that the expense would need to be paid with Service Account funds based on the initial quote of \$87,495.98. Motion Mr. Baxter, second Ms. Drake to authorize Ms. Gates to move \$90,000.00 from the Service account to the Main account for the purpose of replacing the cooling tower at Main. Motion carried unanimously. Shannan Hicks began employment on January 17, 2020 as Library Services Director; David Heffington began part-time employment on January 16 and moved to full-time on February 14 as a Maintenance Assistant; and Ashley Brown stepped down from managing the adult department and will continue as Passport Facility Office Manager as of February 6, 2020. Ms. Gates reviewed her recent and upcoming activities. Action items included a requested letter from the Board to the Parks Commission

stating that the Library is no longer responsible for maintaining the plaza grounds and requesting that responsibility be turned over directly to the Parks Department. This action follows the Library Board having already turned the plaza back over to the City due to financial costs associated with its maintenance and upkeep. Motion Ms. Drake, second Ms. Brewer to authorize Ms. Gates to send a letter to the Parks Commission, via Mr. Hartwick, specifically turning over all responsibility of the plaza to the Parks Department. Motion carried unanimously.

Ms. Gates reviewed the e-rate bids received for internet service. Motion Ms. Drake, second Mr. Baxter to approve the bid of EM3 Networks. Motion carried unanimously. Ms. Gates then reviewed the CIPA requirements for E-rate fiscal year 2020-2021. Bids for internal connections will be reviewed at the next Board meeting following their submission in early March.

Under announcements, Ms. Gates noted the Library would be closed February 17. Art Walk will be held February 21. The next regular meeting will be Monday, March 9, 2020, at 10:30 a.m.

There were no board member comments. With no further business to discuss, motion Ms. Brewer, second Ms. Drake to adjourn. Motion carried unanimously.

Crystal Gates, Secretary