

Minutes of the Board of Trustees  
William F. Laman Public Library  
July 8, 2019  
10:30 AM

The Board met at the Main Branch in Room 124 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. Joyce Brewer; Ms. Esther Crawford; Ms. Kim Drake; Ms. Vicki Matthews; and Mr. Sonny Rhodes. Mr. Charley Baxter was absent. Motion Mr. Rhodes, second Ms. Crawford to excuse the absence of Mr. Baxter. Motion carried unanimously. Also present: Ms. Stacy Purdy, Mr. Richard Theilig, Ms. Fredonna Walker, and Ms. Amy Fields. There were no public comments.

Ms. Fields provided an overview of the Freedom of Information Act and its application for boards and commissions. Official communications include phone and text conversations in addition to emails and meetings. All meetings, both formal and informal, must be open to the public and press. When two or more board members are together for library business it is considered a meeting. She also reviewed penalties for failure to comply with FOIA, guidelines for responding to records requests, and provided a copy a FOIA brochure to each board member.

Motion Mr. Rhodes, second Ms. Drake to approve the Minutes of June 3, 2019. Motion unanimously carried.

After a review of the financial report, motion Ms. Brewer, second Ms. Drake to approve the Financial Report as presented. Motion carried unanimously.

After a review of the statistical report, motion Ms. Crawford, second Ms. Brewer to approve the Statistical Report as presented. Motion carried unanimously.

Ms. Gates presented the director's report. Her PTO balance is 312.79 hours. She will be on vacation July 15-19, 2019. She holds weekly manager meetings. She has now created two distinct groups, which will meet on specified weeks each month. By including middle managers in a SUPER group with two meetings per month, she hopes to improve communications throughout the system. The admin group will meet on the weeks that the SUPER group does not meet. Several vacancies have occurred in the last few weeks. She is hopeful that with creative scheduling and moving staff around, the library can minimize or eliminate the need to fill those vacancies at this time. She and Mr. Theilig are charter members of the newly formed Argenta Branch Lions Club, which is a branch club of the North Little Rock Lions Club. Ms. Gates was recently elected as President and Mr. Theilig was elected as Treasurer. They will be inducted as members and installed as officers at Thursday's meeting of the North Little Rock Lions Club. Ms. Gates then reviewed her attendance at the recent American Library Association conference in Washington, D.C., where she participated in the Chapter Leaders Forum on behalf of both the Arkansas Library Association and the Southeastern Library Association. She also attended several Council meetings to follow the conversation regarding ALA's restructuring and governance changes.

The Library's auditor is chosen when the city bids out the audit contract. Because the library is a component unit of the City of North Little Rock, it has a separate retainer letter. Ms. McLean and Ms. Gates signed the retainer letter on behalf of the library.

Ms. Gates reviewed the public relations information submitted to area media. Upcoming events include Art Walk at Argenta on July 19, 2019, 5-8 p.m. and the ongoing NASA Hubble Space Telescope exhibit, which ends on August 31<sup>st</sup>. The next regular meeting will be Monday, August 12, 2019, at 10:30 a.m.

Under board member comments, Ms. Matthews asked that both sprinkler systems be updated with rain gauges to stop the system when it is not needed due to recent rain. The Little Free Library located at City Services was damaged during the recent storms. Mr. Theilig noted that it is in the process of being repaired. Ms. Gates will set up a meeting for the Finance Committee to meet with the Mayor. Once that meeting is set, Ms. Gates will also set a Finance Committee meeting to be held prior to the meeting with the Mayor. After a review of recent projects including the updating of the upstairs area with a makerspace and relocating the adult collection for easy access, the library now has surplus shelving which does not match current shelving. Motion Ms. Drake, second Mr. Rhodes to declare the former adult shelving which is no longer being used and does not match current shelving as surplus and authorize Ms. Gates to sell such surplus shelving. Motion carried unanimously. With no further business to discuss, motion Ms. Crawford, second Ms. Brewer to adjourn. Motion carried unanimously.

Crystal Gates, Secretary