

Location

Bentonville Public Library (BPL) Haney Family Conference Room

Call to Order**Roll Call**

Library Advisory Board (LAB) Members

Approval of Minutes: November 1, 2023

Agenda Items

1. Bentonville Library Report
 - a. Thank you, Cynthia Cochran, for your service to the Library Advisory Board (2019-2023)! Cochran has been reappointed for a second term: January 1, 2024 – December 31, 2028.
 - b. Bentonville 150 celebrations are wrapping up at BPL.
 - i. November: Introduction of a one-of-a-kind American Girl® doll, Emma. Her backstory was created with the help of the Bentonville History Museum; Emma was sponsored by Friends of the Library.
 - ii. December: Patrons are invited to “Share Your Hope” through a “Snowball of Hope” activity at BPL.
 - iii. BPL executed nearly 30 initiatives and activities this year, reaching more than 6,500 people. Refer to the full report for more details.
 - c. Bid waivers are being routed to City Council in order to follow procurement rules for the Library. Some items are related to the expansion; others are standard annual contracts. The budgeted projects will be shared at December and January meetings.
 - i. **\$40,000 GTS Consulting:** testing and inspection services for expansion
 - ii. **\$38,250 Bibliotheca:** annual renewal for product warranties, software licensing, service and technical support of existing self-check terminals, security gates, remote lockers and staff equipment
 - iii. **\$72,500 Overdrive:** eBook purchases, downloadable audiobooks and digital magazines; reviewing streaming video services (Kanopy Plus and Kanopy Kids)
 - iv. **\$130,000 Bibliotheca:** RFID specialty equipment purchases of new self-check terminals, security gates and staff workstations (for the expansion/remodel)
 - v. **\$165,000 Tech Logic:** RFID specialty equipment purchase of 9-bin book sorter (an upgrade that replaces BPL’s existing 3-bin sorter).
2. Expansion/Remodel Update
 - a. The Library’s topping out celebration was attended by approximately 150 people and was a great afternoon with several members of the public attending.
 - b. Exterior metal wall framing and roof decking are being installed.
 - c. Delays experienced with parking lot renovations due to stormwater utilities; parking lot project is more than one month behind schedule.
 - d. The furniture, fixture & equipment (FF&E) package is being finalized with procurement slated for March. The focus is quality furnishings that stand-up to high public use.
 - e. MSR Design Firm onsite December 6-7 for “sit tests” of some furnishings

- i. Overview of procurement and project fly-through
- 3. Friends of the Bentonville Library Report
- 4. Bentonville Library Foundation Report
- 5. Public Comments on Agenda Items (Limited Public Forum)

Next Meeting

Wednesday, January 3, 2024 at 1 PM

Adjournment

Post-meeting: MSR review of furnishings for Library Advisory Board and ex-officio members

About Public Comments on Agenda Items

Library Advisory Board meetings are open to the public. Guests may make public comments at the end of the agenda. Making a public comment will require you to register with your name, address, phone number and email address. Each person is limited to 3 minutes of comments; public comments should relate to board meeting agenda items.

Appendix

Library Advisory Board Terms (as-of 12/1/2023)

2021-2025	2021-2025	2021-2025
Matthew Moses	Michele Stamps Pritchett	Megan Bolinder
1st term	1st term	2nd term

2022-2026	2022-2026	2022-2026
Nathan Pollet	Kimberly Seay	Michelle Evans
2nd term	2nd term	1st term

2024-2028
Cynthia Cochran
2nd term

Ex-Officio Members	
Octavio Sanchez	Bentonville City Council
Judy Marquess	Friends of the Library
Teresa Stafford	Library Foundation
Vira Kousol	Board Secretary
Hadi Dudley	Board Chair