

Call to Order

Hadi Dudley, Library Director, called the meeting to order at 1:07 p.m.

Library Advisory Board Members

Michelle Evans, Megan Bolinder, Matthew Moses, Nathan Pollet, Kimberly Seay, Cynthia Cochran, Teresa Stafford, Octavio Sanchez, Hadi Dudley, and Vira Kousol

Guests

Kelsi Frederick – Purchasing Manager, City of Bentonville
Kristilyn Vercruysse and Veronica McCracken – MSR Design

Approval of November 1, 2023, Minutes

The group reviewed the meeting minutes from November 1, 2023. Matthew Moses moved, and Cynthia Cochran seconded to approve the minutes as presented. The November 1, 2023, board minutes were approved as presented.

Agenda Items

1. Hadi Dudley gave the 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; Friends of the Library sponsored Emma.
 - 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 routed to the City Council to follow library procurement rules. Some items are related to the expansion; others are standard annual contracts. The budgeted projects will be shared at the 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 a 9-bin book sorter (an upgrade that replaces BPL’s existing 3-bin sorter).
2. Expansion/Remodel Update
 - a. Approximately 150 people attended the library’s topping-out celebration, and it 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; the 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
- 3. Friends of the Bentonville Library – No Report
- 4. Teresa Stafford provided the Bentonville Library Foundation Report
 - a. 2023 totals:
 - i. Total donations this year-to-date = 243
 - ii. Total dollars (cash in) this year-to-date = \$2,208,866
 - b. Building Fund to date:
 - i. Total donation amount committed = \$11,427,515
 - ii. Add the \$4.5 million bond money, we are at \$15,927,515.
 - 1. 95% to goal of \$16,750,000
 - iii. Funding gap = \$822,485
 - c. 2024 Annual Donor Appreciation Luncheon – invitation only for Giving Society members (Loyalists, Honors, Legacy)
 - i. Sunday, February 25
 - ii. Sponsored by Flintco
 - iii. Guest Speaker: Shana DeSmit, Vice President, Sam’s Club in Meat & Seafood
 - 1. Will speak on the sustainability of seafood and meat production.
 - iv. Guests will get their first sneak-peek tour of the expansion.
 - d. BLF is planning an Endowment Endeavor
 - i. Internal readiness conducted in 2024.
 - ii. Public launch January 2025
 - iii. Proposal for seed investment presented to the leading donor.
 - 1. Awaiting decision
 - e. The next BLF board meeting is scheduled for December 11, 2023
 - i. January 8th, first 2024 meeting
- 5. Veronica McCracken, Interior Design Discipline Lead, MSR Design, provided the group with a special presentation about the interior furniture package as it related to selection and procurement. She shared a few interior renderings, briefly discussing how contract-grade furnishings and shelving enhance the project. She also touched on reuse of existing furniture and shelving to save the library money.
- 6. Public Comments on Agenda Items (Limited Public Forum) – No Public Comments

Next Meeting

Wednesday, January 3, 2024 at 1 PM

Adjournment

The Library Advisory Board adjourned at 1:50 PM

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 registering 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