

Location

Bentonville Public Library (BPL)
Walmart Foundation Community Room

Call to Order

Hadi Dudley, Library Director, called the meeting to order at 1:06 PM

Attendees

Matthew Moses, Michele Stamps Pritchett, Megan Bolinder, Michelle Evans, Kimberly Seay, Octavio Sanchez, Teresa Stafford, Peggy Snyder, Bonnie Bridges, Hadi Dudley, Vira Kousol

Guest: Rita Shaojing Wu

Approval of Minutes:

The group reviewed the meeting minutes from November 6, 2024. Kimberly Seay moved, and Michelle Evans seconded to approve the minutes as presented. The board minutes for November 6, 2024 were approved as presented.

Agenda Items

1. Hadi Dudley, Library Director, provided the Library Report
 - a. Holiday Closure Schedule Reminders
 - i. December 23: Close at 5 PM
 - ii. December 24 and 25: Christmas Eve and Christmas Day
 - iii. December 31: Close at 5 PM
 - iv. January 1: New Year's Day
 - b. Upcoming City/Library meetings hosted at BPL:
 - i. December 5: City of Bentonville Employee Appreciation Event (co-hosting with Parks Department at Lawrence Plaza)
 - ii. December 9 & 10: City of Bentonville FY2025 Budget Meetings at City Council Chambers
 - iii. Run Bentonville Half Marathon Training Group: Saturday mornings mid-December through April 5th
 - c. Hadi Dudley shared and discussed a rough draft of select library policies and guidelines with the group. The updates and revisions are forthcoming for Library Board approval early next year.
 - i. Makerspace/Digital Lab use rules and cost-recovery fees
 - ii. Guidelines for patron use of the new Sensory and Wellness Room
 - iii. We will also be updating meeting room policies to incorporate our new spaces
 1. The group will discuss meeting room spaces and rental rates
 2. All fees added will be taken to the city council for approval
2. Hadi Dudley gave updates on the Expansion/Renovation project
 - a. Construction punch list and close-out for expansion are ongoing
 - b. Furniture and equipment punch list is ongoing

- i. Updates to FFE contracts are pending: shelving, public furniture, and staff workstations
 - 1. The shelving contract with Library Furniture International is going to the city council on December 10 too allow for additional labor to install remaining shelving for the Library of Things collection.
 - 2. This will be an efficient method for the library and city, as the contractor must return to BPL for punch list completion and removes the scope of work from the Public Works Maintenance department.
 - c. Signage package installation is ongoing
 - i. Affinity Marketing Promotions (AMP) is donating a new monument sign to the library project as an in-kind contribution. The value is approximately \$17,000.
 - d. Remaining renovation overview: we are tracking mid-January for construction punch list and furniture installation
 - i. The renovation is ongoing until the end of January, with hopes to open to the public in February
 - e. Mid-December: floor installation requires one (1) week and will present minor operational and service challenges.
 - i. Two separate buildings, limited restroom access for staff and public
 - ii. Floor material is specialized, with curing time to set, and comprises a large section.
 - f. Hadi Dudley introduced Peggy Snyder, the new president of Friends of the Library group.
- 3. Peggy Snyder provided the Library of the Friends report
 - a. The bookstore had \$6,000 in sales for November.
 - b. The bank balance is \$53,251.
 - c. The 2025 budget was approved with an income of \$45,393 and \$33,027 in expenditures, with a balance of \$12,366. This budget is aligned with requests from the library director.
 - d. The following Officers were approved for 2025:
 - i. President – Peggy Snyder
 - ii. Vice President – Daphne Green
 - iii. Treasurer – Pat Bates
 - iv. Secretary – Jeanne Lombardo
 - e. Membership Dues
 - i. The following fee structure was approved for 2025, with all memberships set on a calendar year.
 - 1. Individual - \$15
 - 2. Family - \$25
 - 3. Bronze - \$50
 - 4. Silver - \$100
 - 5. Gold - \$250
- 4. Teresa Stafford provided the Library Foundation report
 - a. 2024 Totals YTD:
 - i. Total donations = 191
 - ii. Total dollars (cash in) = \$246,002
 - b. Fund Development:
 - i. Digital Lab space named
 - 1. Nancy and Joe Leake
 - ii. 2024 EOY appeal mailed
 - iii. Giving Tuesday yesterday

- iv. EOY “not too late” appeal planned for email blast and Constant Contact
- v. The Corporate Partners and Sponsors program continues to develop, with new partners and sponsors joining
- c. Events:
 - i. On December 19, BLF will host the Chamber of Commerce monthly event in the Walmart Foundation Community Room
 - ii. 2025 Donor Appreciation Luncheon – February 23, 2025
 - 1. BLF’s formal end-of-campaign celebration
 - 2. Named spaces dedication
 - 3. Reveal post-campaign focus
 - iii. September 2025 – Booked for the Evening / Library Service Awards
- d. BLF Board of Directors
 - i. Four new members
 - 1. Amy Keever
 - 2. Sean Carroll
 - 3. Lori Selassie
 - 4. TAB member – Ameya Nambiar
- e. The next BLF board meeting is scheduled for January 13, 2025
- 5. Public Comments on Agenda Items (Limited Public Forum) – no public comments were made during the board meeting.

Next Meeting

Wednesday, January 8, 2025 at 1 PM
Room Location TBD

Adjournment

The Library Advisory Board adjourned at 2:02 PM

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. To make a public comment, you must 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.