

Location

Bentonville Public Library (BPL)
Walmart Foundation Community Room

Call to Order

Hadi Dudley, Library Director, called the meeting to order at 1:09 PM

Attendees

Michele Stamps Pritchett, Michelle Evans, Matthew Moses, Nathan Pollet, Kimberly Seay, Teresa Stafford, Octavio Sanchez, Peggy Snyder, Heather Hays, Heather Burgess-Upton, Tara Cloud Clark, Hadi Dudley and Vira Kousol

Approval of Meeting Minutes

The group will review December 4, 2024 minutes at the next meeting, which will be held on February 5, 2025.

Agenda Items

1. Hadi Dudley, Library Director, provided the Library Report
 - a. Outreach opportunities: volunteers needed to represent BPL
 - i. Willowbrook Elementary Culture Fair, Thursday, March 14, 5:30-7:00 pm
 - ii. Vaughn Elementary STEM Night, Monday, April 17, at 5:00-7:00 pm
 - b. Hadi shared and discussed library meeting room policies and proposed rental fees with the group. At the last meeting, the board also discussed Makerspace/Digital Lab use rules and cost-recovery fees. Meeting rooms were the focus of discussion.
 1. Procedure for booking a meeting room
 2. Charges for meeting room use
 3. Requirements for the use of a meeting room
 4. Library meeting room list and amenities
 - ii. All official board members present voiced their support for the proposed meeting room rental fees stating that they are an affordable and reasonable starting point; the group liked the non-profit discount rate. Octavio Sanchez suggested raising the rate for the Walmart Foundation Community Room from \$100 to \$150 for a 2-hour time block.
 - iii. The library's fee and fine schedule will be slated for approval at the next Library Advisory Board meeting. City Council will then approve the fees before BPL opens its meeting room calendar for public reservations. The goal is to open library meeting rooms on March 1, 2025.
- c. General library updates
 - i. Parking is a continual problem; if the library attempts to make its parking lot only available to patrons, we will need to revisit the policy on public parking.
 - ii. Library personnel update
 1. We have one (1) full-time position open for Makerspace/DL and three (3) part-time clerks, one (1) for children, one (1) for teens, and one (1) for adults. All positions are posted.

- 2. Mid-year, we are adding a children's librarian and a part-time clerk.
 - iii. In January 2026, the History Museum will be part of the City of Bentonville and will fall under the library's personnel and operational structure. In previous meetings, Hadi briefly discussed this idea with the board before as a strong possibility; she confirmed that this scenario is a firm plan now.
- 2. Hadi gave updates on the Expansion/Renovation project
 - a. Construction punch list and close-out for expansion are ongoing
 - b. The furniture and equipment punch list are ongoing
 - i. Some seating upholstery will be replaced under warranty
 - c. Renovation space
 - i. Linoleum flooring installation went well in December, with final fixes planned for March
 - ii. Punch list walk with MSR Design, Hight Jackson and Flintco scheduled for January 16 and 17
 - iii. Furniture and signage installation week of January 20
 - iv. Public space will open on February 1, 2025.
- 3. Peggy Snyder provided the Friends of the Bentonville Library Report
 - a. The Friends of the Library bank balance is \$56,000. The focus right now is to merge several different formats and processes in managing the notices with the membership. Friends are planning a book sale for April. It will not be a traditional sale but could be focused on specific genres or a discount sale.
- 4. Teresa Stafford provided the Bentonville Library Foundation Report
 - a. 2024 Totals:
 - i. Total donations = 228
 - ii. Total dollars (cash in) = \$312,415
 - iii. Outstanding pledges to be paid over the next 5 years = \$217,500
 - b. Events:
 - i. 2025 Donor Appreciation Luncheon – February 23, 2025
 - 1. BLF's public end-of-campaign celebration
 - 2. Presentation on post-campaign focus
 - 3. October 9 – Booked for the Evening / Library Service Awards
 - 4. Location: Thaden Field
 - c. Next BLF board meeting is scheduled for January 13.
- 5. Public Comments on Agenda Items (Limited Public Forum) – None were presented.

Next Meeting

Wednesday, February 5, 2025, at 1 PM

Adjournment

The Library Advisory Board adjourned at 2:03 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.