

**Location**

Bentonville Public Library (BPL)  
Rotary Conference Room

**Call to Order** by Board Chairperson - Cynthia Cochran

**Roll Call**

<b>Library Advisory Board</b>	<b>Ex-Officio Groups</b>	<b>Ex-Officio Representative</b>
Cynthia Cochran	Bentonville City Council	Octavio Sanchez
Jennifer Doherty	Friends of the Bentonville Library	Peggy Snyder
Michelle Evans	Bentonville Library Foundation	Steve Galen / Kelly McLintock
Nathan Pollet	BPL Teen Advisory Board	Jemal Janyyeva
Kimberly Seay	Northwest Arkansas Genealogical Society	Carol Miles
Roland Smith	Northwest Arkansas Community College	Sharon Fox
Michele Stamps Pritchett	Bentonville History Museum	Dana Doughty
	Bentonville Schools	(TBD)
<b>BPL Staff</b>		<b>Guests / City Staff</b>
Hadi Dudley, Library Director		Michael Brewer, BHM
Tara Cloud Clark, Marketing Specialist		Deanna Ratcliffe, BHM

**Approval of Meeting Minutes**

March 4, 2026

**Agenda Items**

1. Library Advisory Board business
  - a. Ex-Officio Board Seats – welcome and introductions
  - b. Municipal Code updates to City Council: April 28, 2026
  - c. Pending adoption of Board Bylaws and Rules of Order: May 6, 2026
2. Library Report
  - a. Programming & Marketing updates: Tara Cloud Clark, Marketing Specialist
  - b. Administration updates: Hadi Dudley, Library Director
  - c. Bentonville History Museum
    - i. Introduction and background: Hadi Dudley, Library Director
    - ii. Organizational mission and key accomplishments: Dana Doughty, Museum Manager
    - iii. Next steps: City processes for budget, personnel addition, acceptance of assets, future policy approvals, etc.
3. Ex-Officio – Standing Reports
  - a. Friends of the Bentonville Library
  - b. Bentonville Library Foundation

4. Ex-Officio – Additional Reports\*
  - a. BPL Teen Advisory Board
  - b. Bentonville History Museum
  - c. Northwest Arkansas Genealogical Society
  - d. Northwest Arkansas Community College
5. Public Comments on Agenda Items (Limited Public Forum)

**Next Meeting**

Wednesday, May 6, 2026 at 5 PM

**Adjournment**

**Agenda Appendices**

Bentonville Municipal Code – Draft (subject to legal edits for council)

Library Advisory Board Bylaws - Draft

City Council Resolution 9-23-25D

*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.

\*Additional ex-officio reports are provided as business and time allows.

## Exhibit A

### Library Advisory Board

#### Chapter 12 Boards, Commission and Authorities

#### Article 12-~~VII~~ Library Advisory Board

#### Sec 12-~~XX00~~ Establishment

The city council hereby establishes the Library Advisory Board (LAB). The mayor is authorized to provide available staff to assist the board, as approved through city budget and expenditure processes.

#### Sec 12-~~XX10~~ Composition

- (a) *Appointed members.* The LAB consists of seven (7) residents of Bentonville, recommended by the mayor and approved by the city council, and shall be voting members.
- (b) *Ex-officio.*
  - (1) Ex-officio members are non-voting.
  - (2) Ex-officio member seats may be offered to library support groups and select community partners, for example, the Bentonville Library Foundation, Friends of the Bentonville Library, Teen Advisory Board and individuals or organizations that support education, local history, and genealogy. Annually, ex-officio organizations and individual participants will be assessed by the LAB to determine suitability, with final approval decision lying with the Mayor.
  - (3) One member of city council, as appointed by the mayor and approved by the city council, may serve as ex-officio.
- (c) *Compensation.* All members of the LAB shall serve without compensation.

#### Sec 12-~~XX20~~ Terms

- (a) *Term length.* One term shall be limited to **five (5)** years.
- (b) *Term limits.* No member shall serve more than two (2) consecutive full terms. Past members are eligible to serve again one (1) year after the date their last term expired.
- (c) *Vacancies.* Vacancies shall be filled for the unexpired term in the same manner as original appointments are made. **Fulfilling a vacancy does not count towards the two-term limit.**
- (d) *Removal.* Any board member appointed by the Mayor and affirmed city council may be removed at any time by a majority of the elected members of the city council. The mayor may also remove from office any board member upon approval by the city council.

#### Sec 12-~~XX30~~ Organization

- (a) *Bylaws.* The LAB shall adopt bylaws and rules of order.
- (b) *Officers.* The officers of the board shall be a chairperson and vice chairperson. Officers shall serve two (2)-year terms and may serve a maximum of two consecutive terms in a single office.

Officers are elected by the voting LAB members. The LAB may establish officer responsibilities and rules and procedures for elections and vacancies through adoption of bylaws.

**Sec 2-XX40 Meetings**

- (a) *Frequency.* The LAB will meet as frequently as **monthly** when there is business to review.
- (b) *Open meetings.* All requirements of the laws of the State of Arkansas concerning open meetings and notice shall be met.
- (c) *Quorum.* A quorum shall exist when a majority of the voting members of the board are present. Ex-officio members or staff support shall not be counted in arriving at a quorum. In absence of a quorum, no **official** business shall be conducted by the board, except rescheduling of the meeting.
- (d) *Minutes.* Written minutes shall be made for all board meetings. The minutes shall be posted to the city website when the agenda for the upcoming meeting is posted. The minutes of each meeting shall be approved by the board at its next meeting.

**Sec 2-XX50 Responsibilities and Duties**

The LAB serves in an advisory capacity to:

- (a) *Advise.* Provide advisement and make recommendations to staff, mayor, and city council concerning plans, goals, and priorities of the **public library's operations, services, and programs.**
- (b) *Educate.* At the direction of the city, raise public awareness of the value of **libraries and literacy,** support promotion of educational **initiatives,** and advocate for **funding and resources that benefit the library in its service to the community.**
- (c) *Recommend.* **Review, update, and recommend the library's fee and fine schedule for city council approval.**
- (d) *Approve.* **Review, update, and approve library policies. The LAB is granted authority for certain Library Policy appeals from qualifying patrons. The LAB is granted consideration and approval of naming recognitions related to spaces that carry donor names. The mayor has final authority over policies, appeals, and naming recognitions.**

**Sec 2-XX60 Limitations of authority**

The authority of the board is expressly limited to the specific responsibilities and duties contained herein and nothing herein shall be construed or interpreted to:

- (a) Grant the board authority over the operation of any department, division, office, officer, or employee of the city except as may be requested by the mayor or city council in special circumstances.
- (b) Diminish the responsibility of the mayor in resolving conflicts which may arise over what specific items may be within the scope of authority of the board.
- (c) Diminish the authority of the city council over funding, operations, fixed assets, indebtedness, budget, and other areas as applicable under Arkansas law.

- (d) Create a commission under any state law regarding the creation of autonomous committees or commissions.

DRAFT

**BYLAWS OF THE  
LIBRARY ADVISORY BOARD OF THE  
CITY OF BENTONVILLE, ARKANSAS**

**ARTICLE I      PURPOSE**

- 1.1     **Art. 12-VII Library Advisory Board** establishes the Library Advisory Board and authorizes the board to adopt bylaws.
- 1.2     The within bylaws have been adopted by the Library Advisory Board of the City of Bentonville, and all previously adopted bylaws are hereby repealed.
- 1.3     Pursuant to **Art. 12-VII** Library Advisory Board, this board shall be known as the Library Advisory Board, hereinafter referred to as “Board” or “LAB.”
- 1.4     The purpose of these bylaws is to establish rules and procedures necessary to carry out the purpose and duties of this board as set forth in **Art. 12-VII** Library Advisory Board.

**ARTICLE II      ROLE OF LIBRARY ADVISORY BOARD**

- 2.1     **Role.** The role of the Library Advisory Board (LAB) is established by city code in **Art. 12-VII** Library Advisory Board.

**ARTICLE III     MEMBERSHIP**

- 3.1     Membership of the LAB is established by city code in **Art. 12-VII** Library Advisory Board.
- 3.2     **Terms.** Terms of LAB are established by city code in **Art. 12-VII** Library Advisory Board.
- 3.3     **Conflict of Interest.** Members of the Library Advisory Board shall not hold any other municipal office or position on a standing municipal board, commission or authority, except that members of the board may serve on other temporary committees, task forces or similar ad hoc groups. This does not apply to the one member of the Bentonville City Council serving as an ex-officio, non-voting member.
- 3.4     **Resignation.** Resignation of members of the board shall be made in writing to the primary staff liaison who shall forward such resignation to the City Clerk. The resignation of the board member shall be effective immediately upon receipt and verification by the City Clerk’s office.
- 3.5     **Attendance.**
  - (a)     *Notification of absence.* Members should advise the staff liaison before the meeting date if they expect to be absent or late.
  - (b)     *Multiple absences.* Any member who misses two consecutive regular meetings or three meetings in a six-month period shall receive a written notification from the staff liaison advising the member of his/her absences.

- (c) *Cause for removal.* Any member who misses three consecutive meetings or more than four meetings within a one-year period, except in extraordinary cases, may, at the recommendation of the committee, constitute cause for removal by the City Council.

#### **ARTICLE IV. OFFICERS, DUTIES AND ELECTIONS**

- 4.1 Duties of Chairperson.** The chairperson shall preside at meetings and shall decide points of order or procedure, following Robert's Rules of Order. They shall call the meeting to order, call for votes when necessary, and call for adjournment. The chairperson may designate a parliamentarian to keep the meeting running in an orderly fashion. The chairperson shall serve as the primary contact between the board and the staff liaison.
- 4.2 Temporary Chairperson.** In case the chairperson is absent, the vice chairperson shall assume the duties as chairperson. If both are absent and a quorum is present, those members shall elect from among themselves a chairperson to proceed.
- 4.3 Elections.** Officers shall be elected by a majority vote of the members present at the first regular meeting of the calendar year. Nominations for an officer position do not require a second. Nominees shall have an opportunity to speak to their nomination before the vote is taken. A voice vote shall be taken to elect all officers.
- 4.4 Vacancy.** A vacancy in an officer position shall be filled by election at the next regular meeting of the board among the voting members present. Until such election, the Vice Chairperson shall serve as acting Chairperson if the chairperson position is vacant. All officers elected to fill a vacant officer position shall serve until the next officer election.

#### **ARTICLE V. MEETINGS**

- 5.1 Frequency.** The minimum frequency of LAB meetings is established by city code in [Art. 12-VII](#) Library Advisory Board.
- 5.2 Schedule.** Meetings shall occur on the regularly scheduled meeting dates established for the board. Regular meetings may be postponed, rescheduled or cancelled by the staff support if necessary or if there is no business to conduct.
- 5.3 Meeting agendas.** The form of agendas shall be determined by the board and shall be posted on the city website. Meeting agendas shall include a designated time for public comments.
- 5.4 Notice of meetings.** Posting of meeting agendas on the city website shall serve as notice of the meeting. Notice of any regular or special meeting shall be posted no less than 24 hours prior to the holding of such meeting, unless an emergency requires posting within 24 hours of the meeting time.

- 5.5 Special meetings.** Special meetings may be called by the chairperson plus one regular member. When a special meeting is scheduled, all members must be notified at least 24 hours prior to the time set for such meeting by phone and written notice, including a listing of all items to be considered at the special meeting, unless an emergency requires posting within less than 24 hours prior to such meeting. Formal action taken at a special meeting called in accordance herewith shall be considered as though it were taken in a regular meeting for those, and only those, matters referred to in the agenda contained in the notice of the meeting.
- 5.6 Public meetings.** Board meetings shall be open to the public as provided by the Arkansas Freedom of Information Act. All meetings of a quorum or of two or more members of the board at which any public business is discussed or at which any formal action may be taken, shall constitute a meeting for purpose of this section.
- 5.7 Public participation.** All public comments must be made during the public comment segment of the agenda. Public attendees shall sit in the audience unless asked to sit with the board during their comments. The board may identify time limits for public comments at its discretion.
- 5.8 Order of business.** The order of business shall follow the distributed agenda unless otherwise agreed to by the members.
- 5.9 Rules of procedure.** The board may adopt its own rules of procedure or may conduct its meetings in accordance with Robert's Rules of Order.
- 5.10 Decision making.** The affirmative vote of a simple majority of those members present shall carry any motion or resolution. All voting members of the board shall have equally weighted votes. Any member may make a motion, which must be seconded for further consideration. All voting shall be made by roll-call or voice vote.

## **ARTICLE VI. SPECIAL AND STANDING COMMITTEES**

- 6.1 Special committees.** The chairperson may establish special committees to work on specific issues or projects as needed. Special committees may include persons other than members of the LAB. The special committee shall serve only until completion of the purpose for which it was formed. Recommendations of a special committee must be approved by the LAB before being considered officially adopted.
- 6.2 Standing committees.** There shall be no standing committee(s) of the LAB unless authorized by City Council.
- 6.3 Committee chairperson.** A member of the LAB shall serve as the chairperson of any committee.

## **ARTICLE VII. COMMITMENT TO THE PUBLIC**

- 7.1 Commitment to the public.** Board members' commitment to the public shall be demonstrated by adherence to all Arkansas and City of Bentonville laws, rules and regulations regarding conduct of public officials.
- 7.2 Conflict of interest.** The board and its members shall adhere to all Arkansas and City of Bentonville laws, rules and regulations that may pertain to the avoidance of conflict of interest.
- 7.3 Communication among members.** Board members shall adhere to all Arkansas and City of Bentonville laws, rules and regulations governing government communications.
- 7.4 Communications outside board.** The board may give individual members the authority to speak on behalf of the board as needs arise. Individuals shall not speak for the board without the board's authorization and shall not make commitments on behalf of the board unless the board has formally approved such a commitment.

#### **ARTICLE VIII. STAFF SUPPORT**

- 8.1 Library Department.** The Library Department will serve as the primary staff support to the library advisory board, with the following responsibilities.
- (a) Prepare and publish meeting dates, times, and locations on city website.
  - (b) Prepare and publish board meeting agendas and supporting documents on city website.
  - (c) Ensure meetings are recorded in accordance with Arkansas state law.
  - (d) Ensure that actions and activities of the board are consistent with policies and procedures of the city.
  - (e) Offer insights about city organization, policies, and efforts.
  - (f) Notify the board of events, meetings, or circumstances when staff support is asked to speak on behalf of the board.
  - (g) Update the board's presence on the city website.
  - (h) Act as point person for contact with other city liaisons, departments, or boards, unless otherwise designated.
  - (i) Facilitate communication among members in compliance with Arkansas open meeting laws.
  - (j) Assist the chairperson during the meeting, if necessary.

#### **ARTICLE VI. AMENDMENTS TO BYLAWS.**

- 9.1** These bylaws shall be adopted, and later suspended, amended or canceled only after an affirmative vote of 2/3rds of the membership of the board. Copies of the proposed amendment(s) shall be provided to each member at least one week prior to the date of any regular or special meeting at which the bylaw amendment(s) are on the agenda for consideration.

BY A 2/3 VOTE OF THE APPOINTED VOTING MEMBERS OF THE LIBRARY ADVISORY BOARD, THESE BYLAWS FOR THE LIBRARY ADVISORY BOARD OF THE CITY OF BENTONVILLE ARE HEREBY PASSED AND APPROVED **THIS SIXTH DAY OF MAY 2026**.

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Chairperson Signature

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Date

DRAFT

RESOLUTION NO. 9-23-25 D

**A RESOLUTION AFFIRMING THE CITY OF BENTONVILLE'S SUPPORT OF THE BENTONVILLE HISTORY MUSEUM; AND FOR OTHER PURPOSES.**

**WHEREAS**, the City of Bentonville supports the Bentonville History Museum and the steps it has taken to prepare for integration as a city department;

**WHEREAS**, at this time, it is not feasible to assume the Bentonville History Museum into the 2026 Budget as a city department; and

**WHEREAS**, the City will continue to assess this need pursuant to the terms and conditions memorialized in the letter sent December 17, 2024, incorporated as Attachment "A".

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BENTONVILLE, ARKANSAS THAT:**

Section 1: The City of Bentonville supports the Bentonville History Museum and will continue to assess the need to assume such as a city department pursuant to the terms contained in Attachment "A";

Section 2 - Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 3 - Repeal of Conflicting Provisions: All Ordinances, Resolutions, or Orders of the City Council, or parts of the same, in conflict with this Resolution are repealed to the extent of such conflict.

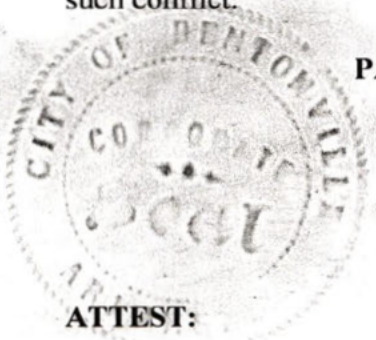
PASSED this 23 day of September, 2024.

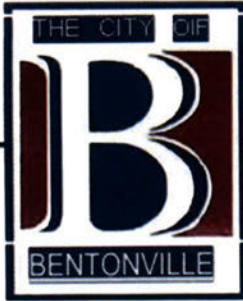
APPROVED:

  
STEPHANIE ORMAN, Mayor

ATTEST:

  
MALORIE MARRS, City Clerk





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**Attachment "A"**

December 17, 2024

Re: Bentonville History Museum

To Bentonville History Museum Board Members,


The City of Bentonville appreciates the willingness of Board Members to meet with the Mayor and staff in a collaborative spirit facilitating the City's recommendation to assume the Bentonville History Museum ("Museum") as a division of the Bentonville Public Library for the 2026 fiscal and calendar year. The City is willing to support a funding recommendation, in the 2026 budget, which allows for City acquisition of the Museum and operation of such, under the direction of the City's Library Director. Furthermore, the City is prepared to recommend a staff position dedicated to the Museum and include such funds as the City deems necessary for its day-to-day operation.

The City's recommendation is subject to and conditioned upon approval or modification by the Bentonville City Council. The City's recommendation is further subject to the availability of funds necessary to support this endeavor. Prior to making its recommendation, the City requires that the following conditions be met:


1. A complete inventory of all Museum items including quantity, description, value if known, origin, and donor information;
2. Completed donor agreements for all Museum items, including items on loan;
3. Complete financial information for the 2025 calendar year to date;
4. Assessment of items in storage units and a plan for lease agreement assignment or termination; and
5. Documentation of the Board's reclassification to a formal "Friends of" non-profit organization.

It is the City's intent that this letter serves to help the Museum secure funding for 2025. The City looks forward to continuing its cooperative relationship with the Museum. Please don't hesitate to reach out with any questions.

Sincerely,

  
**Stephanie Orman**  
Mayor

  
**Patrick Johndrow**  
Finance Director

  
**Hadi Dudley**  
Library Director