

Library Advisory Board Minutes

Date: Wednesday, January 3, 2018

Attendees: Betsy Batey, Megan Bolinder, Katie Gottlieb, Aaron Jones, Judy Marquess, Nathan Pollet, Kimberly Seay, Chuck Pribbernow, Octavio Sanchez, Teresa Stafford, Hadi Dudley, and Michelle Vargas

Call to Order

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

Approval of December 13, 2017 Minutes

The group reviewed the minutes from the December 13, 2017 meeting. Katie Gottlieb moved, Betsy Batey seconded, to approve the minutes as presented. The December 13, 2017 board minutes were approved as presented.

Agenda Items

1. The Library Advisory Board took a group photograph for the 2017 term.
2. Hadi gave the Library Report.
 - a. *Thinking Money* Exhibit opens to the public February 10 with a few events earlier in the week.
 - i. Sarah will give a review of the exhibit and programs in February.
 - ii. Exhibit is geared towards tweens, teens and their families.
 1. Graphic, interactive interface with iPads.
 - iii. Educator's Workshop February 6 from 4-6 p.m.
 1. Dr. Rita Littrell, Director of Bessie B. Moore Center for Economic Education at the University of Arkansas, will present the program.
 2. The program has been approved for 2 hours of professional development credit.
 - iv. Grand opening program on February 10.
 - v. Exhibit will be on display through March 14.
 - b. *MediaSurfer*- Capital purchase pending for submittal to City Council.
 - i. Any single purchase over \$20,000 must be approved individually by City Council.
 1. *MediaSurfer* will cost \$38,300.
 2. BPL will also pay a yearly software fee (in subsequent years).
 - ii. *MediaSurfer* is a self-service iPad distribution machine.
 1. Machine will checkout, check-in, charge, wipe, etc. the iPads.
 2. Machine has GPS tracking and security. Will provide staff with automatic alerts if something is not right with an iPad.
 3. *TechLogic* makes *MediaSurfer*.
 - iii. Library staff is in the process of forming new back end procedures to better process the equipment and to keep kids and parents aware of what they are able to access.
 - iv. BPL will be the first library in Arkansas to have this equipment.
 - v. Library currently owns 10 iPads for adults. We are unable to allow patrons to use them since we do not have a system to manage them.
 1. Processes that will need to be managed include updates, privacy, and security.

2. iPads will be used in-house only.
 3. Library staff has yet to decide on a location for the machine.
 4. New software for iPads can be added from a computer, will not need to go through each iPad individually.
- c. Hadi and Katie updated the Library Advisory Board on the Bentonville Youth Literature Festival.
 - i. Fourth Annual Bentonville Youth Literature Festival will be Friday, April 27 and Saturday, April 28.
 - ii. Fourteen authors and illustrators will be participating.
 1. Several returning authors.
 2. *Amulet* author Kazu Kibuishi and Battle of the Books author, Charlie May Simon author will be participating.
 - iii. Authors will participate in 26 school visits on Friday to Bentonville schools.
 1. There will be no cost to the schools.
 - a. Bentonville Library Foundation will support the funding for the school visits.
 2. Each author will do two school visits.
 3. There will be an application process for the schools.
 - a. Schools will be able to secure specific author with donation to BLF.
 - iv. YLF will have two special presentations at OHMS Auditorium for ESL students, families and public on Saturday.
3. Katie Gottlieb is resigning from the Library Advisory Board.
 - a. Katie is resigning from the LAB due to relocation.
 - b. Hadi presented two library books added to the collection in her honor.
 - c. The position opening will be posted in February.
 - i. Hadi expects a March or April appointment.
4. Chuck gave the Friends of the Library report.
 - a. Chuck gave the Friends' financial report.
 - i. December had a net income of \$1,292.
 1. Total income was \$1,569. Total expenses were \$276.
 - ii. 2017 had a total net income of \$8,323.
 1. Total income was \$26,930. Total expenses were \$18,007.
 - iii. Friends currently have \$23,112 on deposit and \$12,909 in committed funds.
 - b. Received two large donations in December.
 - i. Received 12 cases of Children's materials and 24 cases of adult from ReaderLink.
 1. Sue Ann, Heather, and Mark were all very complimentary on quality of materials received.
 - ii. Received a large donation from a patron of new/like-new books that adult collection were able to utilize.
 1. Books adult collection were unable to use went to the Friends.
 - c. Next Friends meeting will be a year in review recap.
5. Teresa gave the Bentonville Library Foundation report.
 - a. Gifts are still coming in for the end of year appeal.
 - i. BLF has received \$19,000 as of meeting.
 - ii. Giving is up 43% YTD.
 - b. Foundation launched the Flynt Family Legacy giving society.
 - i. Legacy society is specifically for those who have the foundation in their wills.
 1. Currently have three in the society.
 2. Foundation has also received five regular gift to honor Cindy Flynt Walters.

- c. Foundation has added 205 new donors since 2015, a 35% increase.
 - i. Retention rate of donors is 54%.
 - ii. Next appeal will target those who have donated in the past, but have not been retained.
- d. Library Lovers Loyalist luncheon will take place Sunday, February 25th.
 - i. Invitations have been mailed.
 - ii. All giving society donors are invited to the luncheon.
- e. Foundation hopes to have all twenty board positions filled this spring.
 - i. One board member completed their term and stepped off the board.
 - ii. The teen board members graduating will leave seats to be filled.
- f. Theme for Spring Appeal will be the Youth Literature Festival.
- g. Teresa and Hadi currently planning Booked for the Evening for a Thursday in September.
 - i. Library, Friends, and Foundation will give out awards.
 - ii. Booked for the Evening takes place biennially.
- 6. Hadi discussed the Library's 2017 Accomplishments and 2018 Goals.
 - a. Accomplishments and Goals document and presentation becomes part of the Mayor's State of the City Presentation.
 - i. Required by the City of Bentonville to show our stewardship of taxpayer funds.
 - b. LAB reviewed the document and PowerPoint presentation.
 - i. Hadi said her top five accomplishments for 2017 were the Youth Literature Festival, *Explore Space* exhibition, BPL staff's participation in Arkansas Library Association and American Library Association, the StoryWalk, and the repurposing project.
 - ii. A top goal for 2018 include being able to take credit cards.
 - c. Café space will be repaired in early 2018. Working towards getting a new vendor, hopefully in spring.
 - d. A new StoryWalk is planned YLF 2018.
 - i. LAB discussed other art installations at the Train Station Park.
 - 1. The Library Foundation owns Train Station Park property.

The Library Advisory Board will meet Wednesday, February 7, 2018.

Adjournment

The Library Advisory Board adjourned at 1:58 p.m.