

Location

Bentonville Public Library (BPL)
Rotary Conference Room

Call to Order

Board Chairperson - Cynthia Cochran

Roll Call

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

Approval of Meeting Minutes

April 1, 2026

Agenda Items

1. Library Advisory Board business
 - a. Municipal Code updates approved by City Council: April 28, 2026
 - b. Pending: adoption of Board Bylaws and Rules of Order
 - c. Pending: Bentonville Schools ex-officio member
2. Library Reports
 - a. Programming & Marketing updates: Tara Cloud Clark, Marketing Specialist
 - b. Librarian Report: Carl Lukins, Makerspace Librarian with Virginia Poole, Makerspace Specialist
 - c. Administration updates: Hadi Dudley, Library Director
3. Ex-Officio – Standing Reports

- a. Friends of the Bentonville Library
- b. BPL Teen Advisory Board
4. Ex-Officio – Additional Reports*
 - a. Bentonville Library Foundation
 - 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, June 3, 2026 at 5 p.m.

Adjournment

Appendix

Library Advisory Board Bylaws and Rules of Order

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.

**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 VIX. 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.

Chairperson Signature

Date