

Attendees: Aaron Jones, Megan Bolinder, Kimberly Seay, Cynthia Cochran, Betsy Batey, Teresa Stafford, Chuck Pribbernow, Octavio Sanchez, Hadi Dudley and Vira Kousol; guests: Matthew Moses and Michele Stamps Pritchett.

The group met via Zoom videoconferencing.

Call to Order

Hadi Dudley, Library Director, called the meeting to order at 1:01 pm.

Approval of November 4, 2020 Minutes

The group reviewed the minutes from the November 4, 2020 meeting. Aaron Jones moved, Betsy Batey seconded, to approve the minutes as presented. The November 4, 2020 board minutes were approved as presented.

Agenda Items

1. Hadi gave the Library Report.
 - a. With the increase of COVID-19 cases, Hadi provided a brief operational update.
 - i. We are still operating under same level of services, but enforcing the protocols (30-minute time limit for all patrons daily).
 - ii. We've removed a lot of the seating due to long, consistent use by many patrons.
 - iii. The Café will keep their seating; patrons must purchase refreshments from them, and may not bring in outside food or drink to the café.
 - iv. Quarantine timeframes have been tightened up, more virtual offerings are being planned.
 - b. Library closes early on the day before Christmas Eve, and closes on December 24th & 25th, and re-opens on December 26th. We also close early on New Year's Eve, and close on January 1st.
 - c. Hadi gave an update on Library Advisory Board appointments for City Council, Dec. 8
 - i. Megan Bolinder is slated to be reappointed
 - ii. Michele Stamps Pritchett and Matthew Moses
 - a. A small committee interviewed the candidates: Betsy Batey, Debbie Griffin (City of Bentonville) and Heather Hays (BPL Librarian).
 - iii. Mayor will recognize Aaron for serving as a Library Advisory Board member for two terms.
 - d. The City of Bentonville FY2021 budget was passed by City Council on November 24th.
 - i. Budget included cost of living adjustment and merit increase for city staff. The COLA 1.3%, and will apply to all staff on January 1st, and the merit is 1.7% potential increase if staff earn it.
 - ii. In our library budget, we plan to replace the self-check terminals, which were originally planned for this year. Due to COVID and revenue decreases, the finance director asked us to freeze certain purchases, and included in FY2021 budget.
 - i. The self-check terminals we currently have are at end of life. We plan to replace the terminals with ones that have credit card capability.
 - iii. We are planning to upgrade our light system to LED lighting. BPL budgeted for materials only, as the city has an electrician who will work off-hours to convert the lighting.
 - e. Other Library updates were provided by Hadi
 - i. New and improved mobile app pending release

- ii. System upgrade and cloud server migration with TLC underway, BPL's integrated library system (ILS); this will take several weeks.
- f. Hadi gave a brief update on the Needs Assessment study.
 - i. We have completed the public engagement part of the Needs Assessment study and MSR Design takes all that feedback and interprets it.
 - ii. We hosted over 20 meetings and workshops, and visited with 239 people in those meetings.
 - iii. We had a great number of survey responses with 872.
 - iv. About 80 art kits were assembled for patrons to use and all were distributed at the workshop and in the library.
- g. Hadi recognized Library Advisory Board members for their service and shared books that have been added to the library's collection in their honor: Megan Bolinder and Aaron Jones. December was Aaron's last meeting with the board.
- h. Chuck Pribbernow gave the Friends of the Library Report.
 - i. November bookstore sales were \$868, and pop-up sales were \$1,250.
 - ii. Total revenue for the month was \$2,200 with expense of \$1,052
 - iii. Net Profit: \$1,147; Current Checking Account Balance: \$9,095
 - iv. Money Market: \$29,666; total cash on hand: \$38,761
 - v. We will certify the Election next Monday
 - i. President: Judy Marquess
 - ii. Vice President: Diane Pribbernow
 - iii. Treasurer: Luci Henderson
 - iv. Co-secretaries: Barb Kulwicki and Nate Losapio
 - v. Judy will start attending the Library Advisory Board meetings in January; December was Chuck's last meeting with the board.
- i. Teresa Stafford gave the Bentonville Library Foundation Report.
 - i. YTD totals:
 - 1. 257 donations for total amount = \$93,825.95
 - ii. 2020 appeals
 - 1. Giving Tuesday posted to social media 12/1
 - 2. EOY appeal from BLF mailed 12/2
 - 3. BLF "Holiday Giving" appeal will post to FB and sent via Constant Contact 12/9
 - 4. Constant Contact email appeal will be sent on
 - a. Final emailed appeal on 12/30 to all lapsed donors
 - iii. BLF's two parcels of land just north of the BPL to the COB for the building expansion
 - 1. Legal paperwork is signed/completed and will be filed soon
 - iv. Library Service Award recipient video announcements are deferred to February 2021 during National Library Lovers Month
 - v. BLF's annual Donor Appreciation Luncheon is being deferred to sometime the week of April 4 – 11 for National Library Week
 - vi. The next Foundation board meeting is scheduled for December 14, 2021
 - 1. Board has three applications to review at the December meeting for terms beginning in January 2021.

The Library Advisory Board will meet January 6, 2021 at 1 pm via Zoom.

Adjournment - The Library Advisory Board adjourned at 1:55 pm.