

Call to Order

Hadi Dudley, Library Director, called the meeting to order at 1:03 pm.

Library Advisory Board Members present in-person (BPL Walmart Room) and via Zoom:

Betsy Batey, Cynthia Cochran, Matthew Moses, Nathan Pollet, Kimberly Seay, Teresa Stafford, Octavio Sanchez, Hadi Dudley and Vira Kousol.

Approval of September 1, 2021 and October 6, 2021 Minutes

The group reviewed the minutes from the September 1, 2021 and October 6, 2021 meeting. Cynthia Cochran moved, Betsy Batey seconded, to approve the minutes as presented. The September 1, 2021 and October 6, 2021 board minutes were approved as presented.

Agenda Items

1. Hadi gave the Library report
 - a. Budget and ARPA grant update
 - i. Budget process and meetings are positive
 - ii. BPL's submission is standard with increases to fund the following projects:
 1. OPAC replacement (10) computers are overdue for replacement
 2. eBook budget increase to help meet increased demand
 3. Property services: potential landscape refresh or HVAC refresh – depends on best use of funds going into expansion and Train Station maintenance
 4. Travel and training – related to reinstatement of some professional training and travel to see other libraries
 5. Capital equipment – RFID equipment will require city council approval
 6. Staff request: two part-time clerks for evening / Saturdays in Children's Department and one full-time specialist for marketing / communication. The full-time position is in addition to the one BPL traded hours for (originally slated for 2023).
 7. APRA: \$42,405 for remoteLockers at the Community Center and BPL's front veranda. City Council approved and order is placed.
 8. Submitted grant narrative / budget request to State library for an additional \$134,250 to fund HVAC service, ADA modifications to Train Station and additional lockers. This is a tentative funding option, and may not be approved. Another ARPA potential funding option related to library facilities may also be a future grant opportunity. The State Library is leading efforts for both grant options.
 - b. BPL holiday hours
 - i. Wednesday, Nov. 24 – BPL close at 5PM
 - ii. Thursday, Nov. 25 – COB closed
 - iii. Friday, Nov. 26 – COB closed
 - iv. Saturday, Nov. 27 – BPL open
 - v. Thursday, Dec. 23 – BPL close at 5PM
 - vi. Friday, Dec. 24 – COB closed (observed)
 - vii. Saturday, Dec. 25 – BPL closed (holiday)
 - viii. Monday, Dec. 26 – COB closed (observed)

- ix. Friday, Dec. 31 – COB closed (observed)
 - x. Saturday, Jan. 1 – BPL closed (holiday)
- 2. Library Expansion Update
 - a. MSR Design site-visit and meetings update: MSR was in Bentonville for more than two days; BPL hosted 15 meetings with 65 attendees. Two community meetings were attended by 17 representatives from local non-profit organizations.
 - b. BPL has contracted for topographical and geotechnical surveys on the property.
 - c. To-date, BPL has allocated \$969,955 of the first bond series toward professional services for pre-design, schematic design and pre-construction contracts.
 - d. Site circulation options – Hadi shared the site circulation options to get feedback; the group generally preferred to relocate the drive entry to parking lot for safety considerations.
- 3. Library Advisory Board – membership terms expiring, all three members are eligible for second term, if agreeable:
 - a. Betsy Batey
 - b. Kimberly Seay
 - c. Nathan Pollet
- 4. OZ Kids Fat Tire Criterium & Fall Fest
 - a. 1500 attendees with 250 kids racing
 - b. The group discussed the event: with praise all around for the excellent event; from a cyclist standpoint, it was “phenomenal” with professional and engaged support for the young racers. The event was in line with Bentonville culture and a good way to kick off the campaign, as well as recognize library service award winners. Some felt that the library “got lost a little bit;” the board members appreciated the hard work that went into it for all involved.
- 5. Teresa gave the Library Foundation Report
 - a. 2021 totals YTD:
 - i. 209 donations
 - ii. Dollars = \$475,281.15
 - 1. Includes a \$20,000 gift made by the Friend’s group (on their \$40K pledge)
 - b. End-of-year appeal
 - i. 3 segments of appeal will mail on November 11
 - 1. Active donors, prospective donors, Friends group
 - ii. Appeal via social media
 - iii. Poster in library lobby
 - c. Visits with multiple key stakeholders and qualified prospects continues
 - d. The next BLF board meeting is scheduled for December 13 (in person)
 - i. Anna Bever – new board member
 - ii. Steve Galen – new advisory board member (previous board member ’04)
- 6. Hadi gave the Friends of the Library Report
 - a. October Popup Sale
 - i. Raised \$1,945.51
 - b. No further sales until spring
 - i. The 4 popup sales and the tent sale during 2021 were successful
 - c. Financial for October
 - i. Total revenue for October \$4,108.64
 - 1. Popup Sale
 - 2. Book Store Sales
 - 3. Amazon Sales
 - 4. Memberships and Miscellaneous

- ii. Expenses September \$21,632.11
 - 1. Including \$20,000 payment on pledge for expansion
- iii. Year to Date revenue \$39,259.07
- iv. Year to Date expenses \$42,266.56
- v. Total on deposit 10/31/2021 \$33,284.98

The Library Advisory Board will meet Wednesday, December 1, 2021 at 1 pm.

Adjournment

The Library Advisory Board adjourned at 2:00 pm.