

Library Advisory Board Minutes**Date: Wednesday, January 9, 2019**

Attendees: Aaron Jones, Cynthia Cochran, Melissa Godoy, Kim Seay, Nathan Pollet, Octavio Sanchez, Chuck Pribbernow, Teresa Stafford, Hadi Dudley, and Michelle Vargas

Call to Order

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

Approval of December 5, 2018 Minutes

The group reviewed the minutes from the December 5, 2018 meeting. Kim Seay moved, Aaron Jones seconded, to approve the minutes as presented. The December 5, 2018 board minutes were approved as presented.

Agenda Items

1. Hadi gave the Library Report.
 - a. Library Advisory Board invited to meet Mayor Orman and City staff at a reception tonight.
 - i. Reception will take place at The Record Downtown January 9 from 4:30-6:30 p.m.
 - b. Hadi gave the preliminary 2018 statistics.
 - i. BPL had xxx material circulations.
 - ii. Xxx Library visits.
 - iii. Xxx new library cards issued (does not include tech cards).
 - iv. Program attendance xxx.
 1. Program attendance includes school visits, passive programming, etc.
 - v. Website received over half a million visits.
 - vi. Hadi said she would give a full 2018 report in February.
 - c. Hadi discussed library staffing.
 - i. All full-time, non-librarian staff have been added to a Saturday rotation.
 1. Each full time staff member will work a Saturday on alternate months for 6 Saturdays each year.
 - ii. Staff member will be out on FMLA leave- Sarah Herford, Teen Services Librarian.
 1. Librarians and Hadi will be covering her scheduled Saturdays and Thursday evenings.
 2. New full time specialist, Anna, will covering Teen programs.
 - iii. BPL's administrative assistant, Martha Morrison, retiring.
 1. Position has been posted.
 2. Martha's last day is March 29. City will host a retirement reception at the Library on that day.
 3. Hadi has prepared a timeline for hiring.
 - a. Start phone interviews next week with in-person interviews following.
 - b. Hope to hire new person by February 7 with a start date of February 18.
 4. Administrative Assistant will be in charge of payroll, account payable/receivable, maintenance liaison, and Library Advisory Board ex-officio secretary.

5. Octavio brought up question regarding how we communicate with applicants. Hadi explained applicants are notified if interviewed. All applicants are told the timeline for hiring for this position.
 - d. Bentonville Literature Festival: Turning the Page update.
 - i. Literature festival has been officially rebranded and the library has begun to schedule author visits.
 - ii. BPL will host Suzanne Woods Fisher on January 26 at 1 p.m.
 1. Fisher writes Amish fiction.
 2. She will be promoting her new book, *Mending Fences*.
 3. Fisher is a best-seller and featured on award lists.
 - iii. BPL is still working to lock-in more authors.
 - iv. Ard Hoyt redesigned logo.
 - v. The Library did not get the grants for BLF5.
 1. Library will be applying for Thinking Money Kids.
 - e. Youth Program Guides for winter 2019 were passed out.
 - i. Adult guides pending.
 - f. Library Strategic Plan for programs, services & operations.
 - i. Patron surveys (in-house and online) and stakeholder feedback meetings scheduled for February and March.
 - g. Shelving expansion project to begin in March.
2. Chuck gave the Friends of the Library Report.
 - a. Chuck gave the financial report.
 - i. Total income in December was \$1378 with expenses of \$390.
 - ii. Total on deposit is \$28,236.
 - b. Friends of the Library is working with the Literacy Council of Benton County for the Archer Estate book sale.
 - i. Book sale is scheduled for February 19-23.
 - ii. FOL and Literacy Council will be splitting the profit.
 1. Any unsold books will be donated to the Friends to be sold at later book sales or in bookstore.
 - c. The Friends have formed a Scholarship Committee.
 - i. Up to \$5000 allocated towards scholarships.
 - ii. The Friends want to give larger scholarships.
 - d. A Scholastic Book sale is scheduled for June 6-8.
 - e. Chuck gave a donation call for used books for the bookstore.
 3. Teresa gave the Bentonville Library Foundation Report.
 - a. The Foundation's scholarship application will go online this year. Currently working with webmaster to upload application.
 - b. Foundation received a total of \$108,166.60 in donations in 2018.
 - i. Donations increased 76% in dollars.
 1. Increase does not include the Norma Hoback estate gift.
 - ii. 39% increase in total number of gifts overall – to all designations.
 - iii. Foundation saw a 48% increase in the number of gifts to the unrestricted fund.
 - c. Teresa reported on the End-of-year appeal gifts.
 - i. End-of-year appeal resulted in 60 donors giving \$42,363.
 1. Received \$19,576 more than 2017; however, the number of donors was down in 2018 by 25.
 - a. This follows the national trend of fewer donors making larger gifts.

- d. Donor Appreciation Luncheon scheduled for Sunday, February 10, 2019.
 - i. Author Evin Demirel will be guest speaker.
 - ii. Invitations were mailed to all donors in the Foundation's three giving societies on January 4- Mary Baggett Loyalist, John & Emily Douglas Honor Society, and Flynt Family Legacy Society.
 - iii. Fred's Hickory Inn is catering the luncheon.
 - iv. Armitron is sponsoring the event and providing watches as gifts to each guest.
- e. Bentonville Library Foundation Board adding new members January 14.
 - i. New members are Richard Binns, Nicole Chalfant, and Christie King.
 - ii. Governance Committee preparing to nominate three additional new members.
 - 1. Additional members will bring the board to 18 of the 20 board seats filled.
- f. 2019 draft budget will be presented to BLF board on January 14.
 - i. Foundation received exemption from Benton County property tax, saving the Foundation \$4,000 annually.
 - ii. Foundation secured new insurance provider saving the Foundation \$2,000 annually.
 - iii. Money saved in the foundation's operating budget will now be available for future Foundation and Library projects and programs.

The Library Advisory Board will meet February 6, 2019.

Adjournment

The Library Advisory Board adjourned at 1:53 p.m.