

Minutes of the Board of Trustees  
William F. Laman Public Library  
Regular Meeting - Via Zoom  
Monday, January 24, 2022 @ 5:30 PM

The Board met via Zoom at 5:30 p.m. Ms. McLean called the meeting to order at 5:35 p.m. Those present were Ms. Crystal Gates, Executive Director; Ms. Valerie McLean, President; Mr. Charley Baxter; Ms. Esther Crawford; Ms. Kim Drake; Ms. Katie Phippin; and Mr. Sonny Rhodes. Ms. Joyce Brewer was absent. Also present: Ms. Stacy Purdy and Ms. Shannan Hicks. There were no public comments.

Motion Mr. Baxter, second Ms. Drake to approve the Minutes of November 15, 2021, the Minutes of November 29, 2021, and the Minutes of December 20, 2021. Motion carried unanimously.

Ms. Gates reviewed the Financial Report. End of year financials look good with the library receiving more than anticipated and spending less than budgeted. Motion Ms. Crawford, second Ms. Drake to approve the Financial Report. Motion carried unanimously.

Ms. Gates presented the Statistical Report. The Arkansas Digital Library Consortium (ADLC), of which our library is a part, joined the 1 Million Checkout Club for 2021. Motion Ms. Drake, second Mr. Rhodes to approve the Statistical Report. Motion carried unanimously.

Ms. Gates reviewed the Director's Report, including her PTO and recent meeting schedule. Thanks to Governor Hutchinson's goal of getting test kits in the hands of Arkansans, in partnership with the Arkansas Department of Health, the library distributed over 19,000 Covid-19 tests. The Advocates for All Arkansas Libraries is considering submitting a grant for additional test kits. This was a popular service in the community, and it has also generated goodwill at the Capitol.

The Children's Internet Protection Act provides for limited filtering of web services funded through the E-Rate program. This is a time for any questions or feedback regarding the CIPA requirements. There were no public comments.

While registering for our unique identifier to receive federal funds, library administration found various legal names for the library. Most public library systems are named geographically, and then various services, branches, or rooms may be named in honor of individuals. Ms. Gates recommended clarifying the name of the system as the North Little Rock Public Library system, which is comprised of Laman Library and Argenta Library and any future branches or service points. The goal of the clarification is to create a clear "umbrella" for the system, while continuing to honor the contributions of library supporters such as former Mayor Casey Laman. Ms. Gates would like to speak with Mayor Hartwick regarding the clarification before taking further action. Mr. Baxter agreed that it is important to be clear that we are keeping the Laman Library and honoring Mr. Laman's legacy. Ms. Gates will meet with the Mayor soon to discuss the need for the clarification and the process needed to update the system name to North Little

Rock Public Library System. Ms. Gates also discussed ideas regarding moving administrative offices and passport services to a nearby facility, such as the old processing facility directly north of the children's entrance. The move would allow passport offices to offer service hours independent of the large branch, and it would open administrative spaces for public use. Another benefit of moving administrative services and passport offices would be the reduction in staff parking needs, which would allow additional parking for Laman Park visitors. Ideas for the administrative office spaces include additional meeting space, needed storage, studio spaces for services such as streaming or broadcasting, and creative art space. Ms. Gates plans to speak with the Mayor regarding available buildings.

Ms. Gates researched the cost of opening on Saturdays and options for additional hours at limited costs. She presented her findings. She recommended that the Argenta Branch continue its current public service hours. She then recommended that the Main Branch update its hours to 9 a.m. to 7 p.m. Mondays through Thursdays, and open Fridays and Saturdays from 9 a.m. to 1 p.m. She discussed the need for amending the payroll week to Monday-Sunday rather than Friday-Thursday. The update to the payroll week will result in eight comp time hours for full-time, non-exempt employees who do not use other leave the week of the update. These changes can be accomplished at the current staffing level with minimal costs. There are various options for seasonal hours, such as extending hours during the spring/summer months only, extending during Daylight Savings dates only, or considering some other type of seasonal changes based on usage. It was agreed that the new hours should remain the same for at least one year in order to gather enough data to review before additional adjustments. Motion Ms. Drake, second Mr. Rhodes to adjust the payroll week to run Monday – Sunday beginning the week of March 11, 2022, and to update hours for the Main Branch as follows: beginning March 14, 2022, the Main Branch public service hours will be Monday-Thursday, 9 a.m.-7 p.m. and Friday-Saturday, 9 a.m. – 1 p.m. Motion carried unanimously.

The next regular meeting will be Monday, February 21, 2022, at 5:30 p.m. on Zoom.

Under board member comments, Mr. Baxter shared that he recently renewed his passport at the library's offices, and it was a wonderful experience.

With no further business to discuss, motion Ms. Crawford, second Mr. Rhodes to adjourn. Motion carried unanimously.

Crystal Gates, Secretary