

**Saline County Library
Board of Trustees
Agenda for Special Meeting**

Date: 6/26/23 | Time: 3:30 p.m.

1800 Smithers, Benton, AR

1. Call to Order
2. Announcements/Public Comment - Speakers must complete the Request to Speak Before the Board form and have it turned in to the Library Director or any Board Member by noon of the day of the board meeting.
3. Discussion Items
 - a. None
4. Unfinished Business
 - a. None
5. New Business
 - a. Approval of RFQ to Retain Legal Counsel
 - b. Resignation of Board Member L. Holleran and Recommendations for Replacement
 - c. Recommendation to Engage Accounting Firm for Audit
 - d. East End Branch Update

Adjourn

Next regular board meeting July 17, 2023

Request of Qualifications for Legal Services

The Saline County Public Library (“Saline Library”) is seeking Statements of Qualifications for Legal Services from a legal services firm or firms to provide review and potentially recommendations regarding the Saline Library’s policies and procedures, in particular as they pertain to challenging, reconsideration, and relocation of books within the children’s section. A particular focus is on a legal services firm or firms that have experience and expertise in the areas of First Amendment and Constitutional Law matters. You are invited to submit a proposal expressing interest in providing such services to the County in accordance with the terms and conditions outlined herein.

Reference Number: 2023-07-17

Subject: Saline Library, Arkansas Legal Services

Submission Deadline: July 10, 2023

INSTRUCTIONS TO RESPONDENTS

- 1. REQUEST FOR QUALIFICATIONS, SUBMISSION ADDRESS AND SUBMISSION DEADLINE.** Deliver responses to Patty Hector, Saline Library, Library Director, 1800 Smithers Dr., Benton, Arkansas 72015. Responses will be accepted until the Submission Deadline as stated above. Faxed or electronic responses are not considered sealed and cannot be accepted. Respondents shall not include any proposal of fees in the response. If any indication of fees is included, the response will not be accepted.
- 2. MODIFICATIONS AND AMENDMENTS.** The Saline Library shall have the right to modify the requirements prior to the Submission Deadline and will endeavor to notify all potential Respondents that have received a copy of the requirements, but failure to notify shall impose no obligation or liability on the Saline Library. Respondents are encouraged to visit <https://www.salinecountylibrary.org/about/our-library/policies/> for information regarding the existing Saline Library policies and procedures.
- 3. WITHDRAWAL OR REJECTION.** The Saline Library reserves the right to withdraw the Request for Qualifications for any reason. The Saline Library further reserves the right to accept or reject any responses and to waive any informality.
- 4. LATE RESPONSES.** Saline Library is not responsible for lateness or non-delivery of mail, carrier, etc. to the Saline Library, and the time and date recorded in the Library Director’s office shall be the official time of receipt.
- 5. INCURRING COSTS.** The Saline Library is not liable for any cost or expenses incurred by the Respondent or any other person or entity in the preparation of their responses (including, without limitation, for attendance at any conferences or meetings related to this Request for Qualifications.)

6. **INVITATION AMBIGUITY.** Any ambiguity in this Request for Qualifications as a result of omission, error, and lack of clarity or non-compliance by the Respondent with the specifications, instructions, and all conditions of bidding shall be construed in the favor of the Saline Library.

SCOPE OF SERVICES

The Saline Library is interested in acquiring legal services from a legal services firm or firms to provide a review and potentially recommendations regarding the Saline Library's policies and procedures, in particular as they pertain to challenging, reconsideration, and relocation of books within the children's section. A particular focus is on a legal services firm or firms that have experience and expertise in the areas of First Amendment and Constitutional Law matters. The chosen legal services firm or firms will engage with the Saline Library Board of Trustees, Saline Library employees, and the County Judge of Saline County, including any designees, to ensure compliance with all applicable laws.

EVALUATION CRITERIA

In accordance with Arkansas Code Annotated § 19-11-803, in evaluating the qualifications of each firm, the Saline Library must consider the following criteria:

- (1) The specialized experience and technical competence of the firm with respect to the type of professional services required;
- (2) The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
- (3) The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules and deadlines; and
- (4) The firm's proximity to and familiarity with the area in which the project is located.

RESPONSE REQUIREMENTS

Provide one bound copy of the response as set forth herein. Responses shall include the following information:

1. Name, address, telephone number and web address of the firm.
2. Name, telephone number and email address of the primary contact person.
3. Name, address and contact information for each associated firm if any.
4. Resumes of key personnel from each firm who would be assigned to this project. (Only key personnel who will work directly on this project shall be included in the response.) Clearly identify who will be your team leader, and what role of each participating individual will be relative to the project.

5. Provide your specific experience with providing review and recommendations to governmental agencies or boards, as well as, expertise associated with Constitutional Law, including the First Amendment.

Recommendation to Engage Accounting Firm for Audit

I recommend the board engage an accounting firm to do an audit of the library's financial records for whatever dates the County Judge deems necessary. I will bring back a list of firms at the July board meeting.