

Van Buren County Library Board Meeting  
**January 12, 2016**

A regular meeting of the Van Buren County Library was called to order at 5:30 p.m. in the children's room of the library. Presiding officer was Rhonda Davis - Chairwoman. Aquorum was present, including the following members: Sunny Hargis, Glenda Stagg, and Sherrin Richardson. Also in attendance was new board member Stephanie Treece, VBC Judge Roger Hooper and VBC Librarian - Karla Fultz.

The minutes from the December 9, 2015 board meeting were read.

Financial Report: For the month of December, Damascus library attendance was, checked out items were 259, new library cards were 2. deposits were \$48.10, checks distributed were \$104.26 leaving a balance of \$4,153.49 in the discretionary account. Library attendance for Clinton was 4,297 checked out items were 3,721 new library cards were 46. Beginning balance in the millage account was \$1,402,758.89; millage received was \$183,484.66 general expense were \$23,484.00 leaving the ending balance in the millage account at \$1,562,759.55 Law library balance was \$21,599.08. Sharon made a motion to accept the November financials and Sunny seconded that motion.

Library Building:

Petit Jean Electric: Karla stated Terry Drew from Petit Jean electric asked if they could purchase the furniture for the study room instead of the naming rights criteria on the room itself. This was tabled for further discussion.

Cents: Karla stated Cintas presented a bid for rugs and different items for the new library, after some discussion the board voted to check with Unifirst in Maumelle to see what prices they could give us and go with the best rates.

Packing and Moving Schedule - Karla presented the board with a January calendar with the list of volunteers and what would take place on those dates.

Sale of current building: Karla stated the Civil Attorney Chad Brown, Judge Hopper, and her sent out the sale contract on the current library building. Possession of building takes place March 15, 2016

Sale of current building: Karla presented the board with a January calendar with the list of volunteers and what would take place on those dates.

Terminal - Karla stated that termite contract was up for renewal February 1st 2016. Rhonda stated Karla should give the new owners the chance to pay that and keep the current contract instead of paying the bill. The board chose to order the furniture in April to avoid the winter weather.

New Business:

Youth Service Librarian: The board reviewed the applications and after much discussion Sunny made a motion to hire Andrea Singleton for the position starting Tuesday, January 19th 2016. Glenda seconded that motion and all were in favor.

Pam House: Karla presented the board with a letter of resignation effective January 11 2016. Karla stated since Sam Rhoads was interviewed for the FT position she would like to recommend him for the Book cataloger. Sunny made a motion to hit Sam for the position and Glenda seconded that.

Open discussion: Judge Hooper asked about the Ribbon Cutting and gave some dates the Representatives would be available. The library board decided Monday, March 28th at 10 AM would be a good day and time for the Ribbon Cutting.

Library Closed to public dates: Monday January 18th - March 1st 2016. Open on Wednesday Mornings for Waiting List Pickups - 9AM - NOON.

Adjournment: With no rather business the meeting was adjourned at 7:00 p,

Respectfully submitted:  
Karla Fultz  
VBC Librarian

Rhonda Davis, Chairwoman

Van Buren County Library Board Meeting  
**February 9, 2016**

A regular meeting of the Van Buren County Library was called to order at 5:30 p.m. in the meeting room of the new library. Presiding officer was Rhonda Davis - Chairwoman. A quorum was present, including the following members: Sunny Hargis, Glenda Stagg, Sherrin Richardson, and Stephanie Treece. Also in attendance was, VBC Judge Roger Hooper and VBC Librarian- Karla Fultz.

The minutes from the January 12, 2016 board meeting were read.

Financial Report: For the month of January, Damascus library attendance was 287, checked out items were 303, new library cards were 1, deposits were \$73.60, checks distributed were \$46.27 leaving a balance of \$4,180.82 in the discretionary account. Library attendance for Clinton was 1,946 checked out items were 2,140 new library cards were 153. Beginning balance in the millage account was \$1,562,759.55; millage received was \$13,684.86 general expense were \$24,347.42 leaving the ending balance in the millage account at \$1,552,096.98 Law library balance was \$21,797.74. Glenda made a motion to accept the January financials and Sunny seconded that motion.

Library Building:

Packing and Moving Schedule – Karla stated the packing and moving went very well.  
Sale of current building: Karla stated closing on the old building would take place on March 15, 2016  
Terminex - Karla stated she renewed the termite contract on the old building due to the fact it was written in the contract there must be a current Termite policy.  
Grand Opening: The board chose March 29, 2016 @ 10 A.M. for the Grand Opening/Ribbon cutting of the new library. Judge Hooper asked Karla to get a list of dignitaries together and invite them.

**New Business:**

Envisionware: Karla presented the library board with software for computer and print scheduling and management. Karla also stated that Faulkner County would like to purchase the same software and the libraries could save on the cost and yearly maintenance fee if we were to purchase the software together. The board agreed on the purchase of the software together with the exception that FC & VBC sign a contract that if either library added to they would be responsible for the additional cost.

Dates to remember: March 1st open to public. Next meeting March 8, 2016.  
Adjournment: With no further business the meeting was adjourned at 7:00 p.m.  
Respectfully submitted:  
Karla Fultz  
VBC Librarian

Rhonda Davis, Chairwoman  
Van Buren County Library Board Meeting  
**March 8, 2016**

A regular meeting of the Van Buren County Library was called to order at 5:30 p.m. in the meeting room of the new library. Presiding officer was Rhonda Davis - Chairwoman. A quorum was present, including the following members: Sunny Hargis, Glenda Stagg, Sherrin Richardson, and Stephanie Treece. Also in attendance was, VBC Judge Roger Hooper and VBC Librarian- Karla Fultz.  
The minutes from the February 9, 2016 and March special board meetings were read. Sunny accepted the minutes as read and Stephanie seconded. All were in favor and the minutes stood as read.  
Financial Report: For the month of February, Damascus library attendance was 343, checked out items were 407, new library cards were 4, deposits were \$87.80, leaving a balance of \$4,268.62 in the discretionary account. Library attendance for Clinton was 0 checked out items were 417 new library cards were 136. Beginning balance in the millage account was \$1,552,096.98; millage received was \$19,278.39 general expense were \$30,630.73 leaving the ending balance in the millage account at \$1,540,744.64 Law library

balance was \$21,226.46. Sherrin made a motion to accept the February financials and Glenda seconded that motion.

Old Business:

Grand Opening – Karla stated she would be sending out invitations this week and wanted to know what kind of refreshments we wanted to serve. Sam is doing demonstrations for the 3-D printer and Andrea will be there to encourage children’s usage. The board decided on cookies, from Maggies, Ed’s Bakery, or Julies Sweet Shop, coffee and water. Karla stated she asked Governor Hutchinson to speak but has not gotten a reply and the board voted Rhonda as the MC.

Art Work: Karla stated Rita Bintliff is going to loan the library some art work from Africa and asked Sunny and Rhonda to place that where they wanted. The all agreed to change out artwork every 2 – 3 months. Also may some plants by the windows would look nice.

New Business:

Plagues: Karla asked the board about plagues for the outside of the library and mentioned First Service Bank. It was decided that the board would write a letter to First Service Bank with the naming rights in it.

Hours of operation: Hours of operation was discussed and thought that maybe starting in the fall adding an extra day of evening hours and maybe Sunday afternoons from say 2-5 pm. Karla suggested taking a pole for hours.

Smart Board: The board would like to try and have a cabinet built around the smart-board to be locked when not in use to prevent damage and theft of property. Rhonda stated she would see if one of the carpenters would donate the cabinet in the meantime Karla would see about ordering a cover for it.

Meeting dates: It was decided the board would meet on the 2nd Wednesdays of the month during Spring and Summer.

Dates to remember: Tuesdays @ 10 AM for Toddler Time – March 24th @ 10 A.M. Easter Egg Hunt,-March 29th, 2016 @ 10 AM Ribbon Cutting/Grand Opening,-April 16, 2016 @ 2 p.m. FOL Tupperware Fundraiser –April 5, 2016 @ 5 p.m. FOL Meeting- April 13, 2016 @ 5:30 p.m. Regular Board Meeting –April 26, 2016 @ 5:30 P.M. @ Clinton, Regional Board Meeting.

Adjournment: With no further business the meeting was adjourned at 7:00 p.m.

Respectfully submitted:

Karla Fultz  
VBC Librarian

Rhonda Davis, Chairwoman

Van Buren County Library Board Meeting  
**April 13, 2016**

A regular meeting of the Van Buren County Library was called to order at 5:30 p.m. in the meeting room of the library. Presiding officer was Rhonda Davis - Chairwoman. A quorum was present, including the following members: Sunny Hargis, Glenda Stagg, and Stephanie Treece. Also in attendance was, VBC Librarian- Karla Fultz. Board Member Sherrin Richardson was absent.

The minutes from the March 8, 2016 board meeting was read. Sunny accepted the minutes as read and Glenda seconded. All were in favor and the minutes stood as read. Financial Report: For the month of March, Damascus library attendance was 384, checked out items were 289, new library cards were 6, deposits were \$142.00, disbursements were \$171.33 leaving a balance of \$4,239.29 in the discretionary account. Library attendance for Clinton was 0 checked out items were 5,460 new library cards were 400. Beginning balance in the millage account was \$1,51,581.06; millage received was \$151,581.06 general expense were \$65,958.83 leaving the ending balance in the millage account at \$1,626,366.87 Law library balance was \$18,105.91. Sunny made a motion to accept the financials and Stephanie seconded that motion.

Old Business:

Plaques– Rhonda presented the board with the outside plaque estimate of \$1,200. Stephanie made a motion to purchase the plaque and Glenda seconded that. Karla presented the board with the signage of the Shelve donors names, the board liked the pewter with black lettering and approved the order of the 4 signs for the shelves.(Roger & Jeanie Hooper, Petit Jean Electric, VBC Extension Homemakers Council, and In memory of Jewel Mauldin).

E-Rate: Karla stated she filed for the reimbursement of the cabling and phone bills.

Cabinet for Smart Board: Karla stated she contacted Kelly Gross and Darryl Parker for an estimate on the cabinet for the smart board. In the mean time the company that we purchased the smart board from said not to enclose it in a cabinet because of the heat the machine puts off and it will damage it and won't be covered under warranty. Karla stated she has ordered a cover for the smart board.

Master Gardeners: Karla stated the Master Gardener's club would be here this week to plant 2 fringe trees and the county judge would be digging the holes for the trees. Rhonda stated the Iris garden club wants to send Chris Olsen's brother Bob to see what the library needs in way of landscape.

New Business:

Road Sign: Karla stated she contacted the Arkansas State Highway Department about placing a new library sign on the highway.

UMW Grant: Karla stated she turned in the UMW grant for 10 I Pad minis. It was discussed that a picture of the library sign the UMW helped pay for needed to be emailed to Dixie Carter and Conie Reamey.

Fundraiser: A short discussion of hosting an elegant dinner was discussed and tabled for next meeting.

FYI: Posters were handed out for the upcoming events – Karla stated 140 children participated in toddler time and Thursdays FBC programs. Regional Board is April 26th in Clinton and the next regular board meeting will be May 11, 2016.

Adjournment: With no further business the meeting was adjourned at 7:00 p.m.

Respectfully submitted:

Karla Fultz  
VBC Librarian

Rhonda Davis, Chairwoman

## Van Buren County Library Board Meeting

### **May 11, 2016**

A regular meeting of the Van Buren County Library was called to order at 5:35 p.m. in the meeting room of the library. Presiding officer was Rhonda Davis - Chairwoman. A quorum was present, including the following members: Sunny Hargis, Glenda Stagg, Sherrin Richardson and Stephanie Treece. Also in attendance was, Your Honorable Judge Roger Hooper and VBC Librarian- Karla Fultz.

The minutes from the April 2016 board meeting was read. Sunny accepted the minutes as read with the correction of the misspelling of plaques and Conie Reamey's name and Sherrin seconded. All were in favor and the minutes stood as read.

Financial Report: For the month of April, Damascus library attendance was 293, checked out items were 287, new library cards were 10, deposits were \$35.00, leaving a balance of \$4,274.29 in the discretionary account. Library attendance for Clinton was 6,232 checked out items were 4,853 new library cards were 165. Balance in the discretionary account was \$26,105.07. Beginning balance in the millage account was \$1,626,366.87; millage received was \$8,059.32 general expense were \$41,981.47 leaving the ending balance in the millage account at \$1,592,444.72. Law library balance was \$16,765.81. Sunny made a motion to accept the financials and Stephanie seconded that motion.

#### Old Business:

Volunteer Tax: Sherrin mentioned the personal/real property tax statements have been sent out and we needed to push for residents to pay the library volunteer tax. It was discussed to call Petit Jean Electric, the Phone Company and the water company to have something come out on the statements, place an article in the papers and perhaps the community bulletin board. We should advertise now and in September.

Fundraisers: Karla stated the FOL agreed to purchase \$500.00 worth of lobsters if the board decided to do a lobster dinner as a fundraiser. More discussion was made on the dinner and what direction the board should take to raise funds, but no decision was made. Sunny stated she was going to speak with Wendy Anderson and get back with the board.

3-D Print Policy: Karla stated since the library has been open for 3 months and has a better idea of a 3-D Print policy she presented the board with an updated 3D policy that is a condensed version of the first one. Sherrin made a motion to approve the policy and Stephanie seconded and the policy passed.

#### New Business:

USDA Grant/CD's: Karla stated the long awaited USDA grant came in and was deposited this week. USDA is going to pay for the furniture received and the patio furniture needs to

be ordered. Karla stated the following CD's (#161126, 161970,162873,164019, & 101400000) need to be cashed out in order to pay for the matching grant part of the furniture. Glenda made a motion to cash out the CD's and Sherrin seconded that motion.

County Employee handbook: Karla presented the board with a newly passed Employee handbook the QC had passed. She asked the board to review it and to discuss it at the June board meeting.

Plants/Art: It was discussed placing plants and art throughout the library. One suggestion was to call Mr. Wiedor @ Clinton and see if he had any plants left over from the Agri plant sale and to contact Mr. Galbraith. Another suggestion was to place 16X20 artwork from events held around the community in the Community room.

FYI: Next meeting is to be held June 15th @ 5:30 p.m. The library will be closed May 30th for Memorial Day. Karla presented the summer reading calendar and the BBQ cook of poster to the board.

Adjournment: With no further business the meeting was adjourned at 6:35 p.m.

Respectfully submitted:

Karla Fultz

VBC Librarian

Rhonda Davis, Chairwoman

Van Buren County Library Board Meeting  
**June 21, 2016**

A regular meeting of the Van Buren County Library was called to order at 5:28 p.m. in the meeting room of the library. Presiding officer was Rhonda Davis - Chairwoman. A quorum was present, including the following members: Sunny Hargis, Glenda Stagg, Sherrin Richardson and Stephanie Treece. Also in attendance was, Your Honorable Judge Roger Hooper and VBC Librarian- Karla Fultz.

The minutes from the May 2016 board meeting was read. Minutes were approved as read. Financial Report: For the month of May, Damascus library attendance was 208, checked out items were 112, new library cards were 1, deposits were \$27.00, leaving a balance of \$4,266.51 in the discretionary account. No report for Clinton was read. Balance in the millage account at \$1,586,825.26. Law library balance was \$15,278.37. Discussion over the law library finances was held. Karla stated come prep time for budget the electricity bills needed to be put back into the VBC Library Millage account instead of law library. The board suggested asking Terry Drew to do another assessment to see if there is anything

else we could do to minimize our electric bills. Glenda made a motion to accept the financials and Sunny seconded that motion.

Old Business:

Plaques: Karla stated the plaques for the outside of the building came in and was wondering where the board and how the board wanted to place them. The board decided they would like to place only the new plaque pertaining to the new building for the time being.

Volunteer Tax: Karla presented the board with some bookmarks and an article for the newspapers for advertising the voluntary tax. The board would like a picture of the building placed on the bookmarks.

Landscape- Karla asked if Vonda Crocker had gotten back with Rhonda or Sunny about Bob Olsen looking at our landscape. They said no she had not. Karla presented the board with a drawing and some picture suggested by Boy Scout Clint Bagley who is trying to earn a badge by heading up a landscape project for the library. The library board liked his drawings and asked that he work with Mr. Wiedor of Clinton High School to get the landscaping done. Karla also stated she spoke with Bobbie Bennett and Bobbie stated the Woodmen had some funds they would like to go toward the landscape.

Employee Handbook: This was tabled for the July 2016 meeting.

New Business:

New Library Cards: Karla presented the new Regional Library Cards to the board. The board like the cards but want VBC Library's Phone number added to the next batch of cards ordered.

FYI: Damascus Open House will be held July 11th @ 7 p.m. Regional Board Meeting needs to be rescheduled other than July 26th, Leg It to the Library will be September 17th @ 9 AM @ Choctaw Park, BBQ Cook-Off and Pie Auction has been rescheduled for October 22nd. BBQ Contest will begin at 8 AM and Pie Auction will begin @ 11:30 AM.

Next Regular Board Meeting will be July 19th @ 5:30 PM.

Adjournment: With no further business the meeting was adjourned at 6:10 p.m.

Respectfully submitted:

Karla Fultz  
VBC Librarian

Rhonda Davis, Chairwoman

Van Buren County Library Board Meeting

**August 9, 2016**

A regular meeting of the Van Buren County Library was called to order at 5:30p.m. in the meeting room of the library. Presiding officer was Rhonda Davis - Chairwoman. A quorum was present, including the following members: Glenda Stagg, Sherrin Richardson and Sunny Hargis. Also in attendance was, VBC Librarian- Karla Fultz. Board Member Stephanie Treece was absent.

The minutes from the July 2016 board meeting were read. Minutes were approved as read.

Financial Report: For the month of July, Damascus library attendance was 659, checked out items were 1,289, new library cards were 48, deposits were \$48.55, leaving a balance of \$4,488.98 in the discretionary account. Clinton's attendance was 5,990; checked out items

were 6,237; 171 new library cards, balance in the discretionary account was \$25,270.13; balance in the mill tax fund was \$1,576,568.23. Law library balance was \$13,038.12. Glenda made a motion to accept the financial report and Sunny Seconded. 2017 Mill Tax Budget: Karla presented the budget for 2017 to the board. Karla stated Sam is making minimum wage (\$8.00) at this time and minimum wage will be increasing to \$8.50 come January 1st and he will be making more money than some of my seasoned part-time employees. Sunny made a motion to give part-time employees a 7% raise which will equal up to the 50¢ raise for Sam and a 4% raise for Full-Time employees. Glenda seconded that motion and all were in favor. Bringing the total budget to \$ 1,378,972.00. Updated total \$1,385,813.00

Old Business:

Passport Agent Facility: Karla stated that she and three others visited Laymen library that is the only library in the state of Arkansas to be a passport facility besides Post Offices. Karla stated this is something she would like to do but not until after the 1st of the year when she could learn more about it. Sherrin suggested Karla call the post office and get more information on their passport program.

Library Handbook: Karla presented the board with the new library policy handbook. Questions arose about background checks for new hires. Glenda suggested calling the county to inquire how much it cost to run background checks and if it wasn't much to include all new hires must have background checks. The board approved \$200 dollars for background checks. Sherrin made a motion to accept the handbook with background checks and Glenda seconded that motion. All were in favor and the Library Handbook passed.

New Business:

There was no new business.

FYI: Regional meeting was August 23rd @ Conway. Library was closed Saturday and Monday for Labor Day. Leg-It to the Library was September 17th. Library board meeting was scheduled for September 20th.

Adjournment: With no further business the meeting was adjourned at 6:45 p.m.

Respectfully submitted:

Karla Fultz  
VBC Librarian

Rhonda Davis, Chairwoman

Van Buren County Library Board Meeting

### **November 8, 2016**

A regular meeting of the Van Buren County Library Board was called to order at 5:30p.m. in the meeting room of the library. Presiding Officer was Rhonda Davis - Chairwoman. A quorum was present, including the following members: Sunny Hargis, and Glenda Stagg. Also in attendance was, VBC Librarian- Karla Fultz. Board Members Sherrin Richardson and Stephanie Treece were absent.

The minutes from the September board meeting were read. Minutes were approved as read. There were not any October minutes. (No October 2016 meeting)

Financial Report: For the month of October, Damascus library attendance was 419, checked out items were 534, new library cards were 17, deposits were \$166.50 and check disbursements were \$60.62 leaving a balance of \$4,605.78 in the discretionary account. Clinton's attendance was 5,282, checked out items were 5,245, 68 new library cards, balance in the discretionary account was \$27,312.96, and the balance in the mill tax fund was \$1,549,017.52. Law library balance was \$10,388.06. Glenda made a motion to accept the financial report and Sunny seconded.

Old Business:

There was not any old business discussed.

New Business:

Hastings of Russellville: Karla stated Hastings out of Russellville donated the remainder of their inventory to the library.

Boy Scouts: Karla stated the boy scouts planted six Arkansas native trees along the driveway.

Flag Pole: Karla stated the Flagpole has arrived and the Masonic lodge will be erecting the pole in the next week or so.

School: Karla stated that she will be going back to school in Morrilton come January.

FYI: The library will be closed Nov 11th for Veterans Day, and Nov 24th and 25th for Thanksgiving.

The next regular board meeting will be December 1st @ Rhonda's house.

Adjournment: With no further business the meeting was adjourned at 6:30 p.m.

Respectfully submitted:

Karla Fultz

VBC Librarian

Rhonda Davis, Chairwoman

