

# **Faulkner & Van Buren Regional Library Board Minutes 2015 -2017**

**October 11, 2017**

The Faulkner-Van Buren Regional Library Board met at 5:30PM at the Faulkner County Library. In attendance were Regional Board members Rhonda Davis, Stephanie Treece, Jeff Moncrease, and Stephanie Vanderslice; Karla Fultz, manager of Van Buren County library; and John McGraw, director of Faulkner County libraries.

The Minutes of August 9, 2017 were read. Rhonda asked if there were comments or questions. The minutes were approved as read.

Bookkeeper reports from August and September were reviewed. John said that the changes discussed in August were reflected on the September statement, but not the August statement. John also noted he had encoded a payment to Sierra as web services, and correcting that would put the web services budget line back in the black.

State aid expenditures were reviewed. Stephanie Vanderslice moved to accept the expenditures. Stephanie Treece seconded the motion, which passed.

Digital Statistics were reviewed. John said he had included more detailed statistics on Hoopla and Overdrive to give the board a sense of what they were getting for their money. Overdrive is up some 23% over last year and is only costing \$1.37 per check out. Hoopla is costing about \$1.65 per check out and is growing.

The 2018 Regional Budget was considered. John noted that in response to reductions or delays in funding, he had zeroed out Regional Reimbursements and parked the \$11,753 balance in the Regional Librarian line. Currently the talk is that the state may have revenue to fund 60% of the Column B budget items, which could mean an extra \$28,800 in May. John recommended that any funds released in May go to Overdrive and Hoopla. At present we have roughly \$3,000 per week in patron requests in Overdrive and will acquire \$1,000 per week. There was a call for comments. Jeff moved to accept the draft budget. Stephanie Treece seconded the motion, which passed.

Discussing things happening in the counties, Karla reported on the Leg It For The Library fundraiser and having a booth at the county fair. John reported on customer service training attended by staff from both counties.

John suggested that the funding issue might encourage changing the calendar for 2018 meetings. Rhonda said that could be discussed at the January 24 meeting. Much was said by the board members about the productiveness and civility of the meetings this year and there were expressions of optimism for 2018.

The meeting adjourned at 6:16 PM.

# Faulkner & Van Buren Regional Library Board

## Minutes 2015 -2017

August 9, 2017

The Faulkner-Van Buren Regional Library Board met at 5:30PM at the Van Buren County Library. In attendance were Regional Board members Rhonda Davis, Stephanie Treece, Jeff Moncrease, Stephanie Vanderslice and Joe Don Wittingham; Karla Fultz, manager of Van Buren County library; and John McGraw, director of Faulkner County libraries.

The Minutes of June 21, 2017 were read. Stephanie Treece noted the June meeting started at 3:30 and ended at 5:09. Stephanie Vanderslice moved to amend the minutes to reflect those times. Jeff Moncrease seconded the motion, which was approved.

Bookkeeper reports from June and July were reviewed. It was noted that Regional Services, the salary line for a Regional Administrator, should be zero instead of 53%. John noted that Regional Reimbursement should be at 50% instead of 25% and promised to speak with Allison about correcting that. John mentioned that Overdrive was largely spent, even with capping patron requests to \$1,000 per week.

There was a phone interview with Margaret Kelly for the Regional Administrator position. After there was much discussion of the position, whether a qualified candidate could be found for a part-time position, whether the budget could accommodate a full time position. It was suggested that the position require a minimum amount of grant money secured each year to justify the full-time salary. John promised to put together a salary survey that would give the board some idea of the salary range for a Director.

Jeff Moncrease suggested that John McGraw be compensated for serving on an interim basis. John presented some estimates of time spent on Regional business in the last 12 months and estimated 535 hours. Jeff moved that the Regional board shift from Regional Services \$10,000 for Overdrive as well as \$8,000 in Regional Reimbursements to Faulkner County, which would serve as compensation for work done by the Faulkner County director as the interim Regional Director. Joe Don Wittingham seconded the motion, which passed.

State aid expenditures were reviewed. Joe Don moved to accept the expenditures. Jeff Moncrease seconded the motion, which passed.

Hoopla went live in July and had started off well. John promised to get some bookmarks to Van Buren county.

Karla proposed eliminating fines on overdue children's materials. There was some discussion of eliminating overdue fines on children's cards. Stephanie Vanderslice moved that overdue fines on children's materials be eliminated. Stephanie Treece seconded the motion, which passed.

The meeting adjourned at 8:29 PM.

# Faulkner & Van Buren Regional Library Board

## Minutes 2015 -2017

June 21, 2017

The Faulkner-Van Buren Regional Library Board met at 5:30PM at the Faulkner County Library. In attendance were Regional Board members Rhonda Davis, Stephanie Treece, Jeff Moncrease, and Stephanie Vanderslice; Karla Fultz, manager of Van Buren County library; and John McGraw, director of Faulkner County libraries.

The Minutes of April 5, 2017 were read. Hearing no amendments or corrections, Rhonda asked that the minutes stand as read.

Bookkeeper reports from April and May were reviewed. John noted that patron-driven acquisition meant that ebook spending was ahead of where it should be. Presently the target is to spend \$1000 per week and limit patrons to 4 requests. Restricting patron requests further was discussed before the issue was tabled until August.

Regional expenditures were reviewed. Jeff moved to approve the expenditures. Stephanie Treece seconded the motion, which was approved.

Digital statistics were reviewed.

Old Business:

2017 Regional Budget: John suggested that there were costs associated with the Region employing an Administrator which could affect those budget lines. Rhonda explained that the Regional Administrator would be a contract laborer, rather than an actual employee of the Region.

Jeff moved to amend the budget to delete Freegal and Reference USA, to add Hoopla and fund it with \$6600. Joe Don moved to accept the budget as amended. Stephanie Treece seconded the motion. The budget was passed unanimously.

Regional Administrator: John reported that only two applicants had applied for the position, neither of whom had the Master's degree required by the state library for funding. Suggestions were made for the re-advertisement of the position. Jeff suggested the board affirm a statement saying the search was ongoing, that John McGraw is serving as interim director until a permanent Regional Administrator can be found, and that the board look at the costs of search. Joe Don made a motion to that effect. Stephanie Vanderslice seconded the motion, which was approved.

New Business:

Schedules for future meetings were discussed. The quarterly meetings for 2017 will be June 7th and October 4th in Conway, August 9th in Clinton.  
At 7:09 the meeting adjourned.

# Faulkner & Van Buren Regional Library Board Minutes 2015 -2017

April 5, 2017

The Faulkner-Van Buren Regional Library Board met at 5:30PM at the Van Buren County Library. In attendance were Regional Board members Rhonda Davis, Stephanie Treece, Joe Don Winningham, Jeff Moncrease, and Stephanie Vanderslice; Karla Fultz, manager of Van Buren County library; and John McGraw, director of Faulkner County libraries. Candidates for Chair and Vice-chair were discussed, and Stephanie Vanderslice moved that Rhonda Davis chair the board in 2017 and Jeff Moncrease serve as vice-chair. Jeff seconded the motion, which was approved.

The Minutes of October 19, 2016 were read. Jeff moved to accept the minutes as written. Stephanie Vanderslice seconded the motion, which was approved.

Bookkeeper reports from October, November, and December were reviewed. Asked why the website costs were so far over-budget, John said that Visionamp had not completed the setup in 2015, so a budgeted final payment rolled over to the following year. The 2016 budget had already been drafted, and the number was not amended.

Regional expenditures were reviewed. Stephanie Vanderslice moved to approve the expenditures. Stephanie Treece seconded the motion, which was approved.

Digital statistics were reviewed. John noted that the cost per user for Freegal was \$18.27, and \$61.40 for Reference USA.

Old Business:

2017 Regional Budget: John suggested that there were costs associated with the Region employing an Administrator which could affect those budget lines. Rhonda explained that the Regional Administrator would be a contract laborer, rather than an actual employee of the Region.

Jeff moved to amend the budget to delete Freegal and Reference USA, to add Hoopla and fund it with \$6600. Joe Don moved to accept the budget as amended. Stephanie Treece seconded the motion. The budget was passed unanimously.

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New Business:

# Faulkner & Van Buren Regional Library Board

## Minutes 2015 -2017

Schedules for future meetings were discussed. The quarterly meetings for 2017 will be June 7th and October 4th in Conway, August 9th in Clinton.  
At 7:09 the meeting adjourned.

### *October 5, 2016*

Vice-Chairman Sunny Hargis called the Faulkner-Van Buren Regional Library Board meeting to order at 5:30PM at the Van Buren County Library. In attendance were Regional Board members Rhonda Davis, Sunny Hargis, Joe Don Winningham and Patsy Desaulniers; Karla Fultz, manager of Van Buren County library; and John McGraw, director of Faulkner County libraries.

The Minutes of August 23, 2016, were read. Patsy moved to accept the minutes as written. Rhonda seconded the motion, which was approved.

Statistics for digital resources were reviewed. It was remarked upon that Overdrive had dropped off after summer ended. The low numbers of Reference USA were also highlighted.

Expenditures were reviewed. The beginning balance was \$32,266.41. Revenues totalled \$63,998.69, and expenditures totalled \$9,245.37. The Region has an ending balance of \$83,707.53 at the end of September. There was a question about Summer Reading expenses. John said one performer, Space Walk, had not received their mailed payment so a second attempt in September was made. John mentioned he had met with Innovative, UCA, Hendrix, Central Baptist College, and UACCM to discuss ways of lowering ILS costs through a shared system. Innovative made a pair of unhelpful offers, and John counter-offered that the cheap option is to essentially make everyone a branch of the public library or UCA. Innovative would respond to that proposal soon. Patsy moved to approve the expenditures. Rhonda seconded the motion, which was approved.

The regional director position had been discussed at length before the meeting was called to order. Discussion centered around whether it was a part-time or full-time position, whether it should be a person independent of John and Karla, and where the salary might come from. No motions were made.

John requested more money for ebooks. Money added at the August 23 meeting had been spent. John noted that the increased State Aid check made another transfer possible, and requested \$13,500. Rhonda made a motion to move \$13,500 to ebooks. Joe Don seconded the motion, which passed.

The regular quarterly meeting was scheduled for October 19th, 5:30PM in Conway.

At 6:49 Rhonda moved to adjourn. Patsy seconded the motion, which was approved

# Faulkner & Van Buren Regional Library Board

## Minutes 2015 -2017

*August 23, 2016*

Chairman Ben Thompson called the Faulkner-Van Buren Regional Library Board meeting to order at 5:30 p.m. at the Faulkner County Library. In attendance were Regional Board members Patsy Desaulniers, Rhonda Davis, Sunny Hargis, Ben Thompson, and Joe Don Winingham. Also in attendance were John McGraw, Faulkner County Library Director and Karla Fultz, Van Buren County Library Administrator.

The minutes from April 26, 2016 meeting were read. Patsy made a motion to accept the minutes as read and Sunny seconded the motion, and the April 26, 2016 minutes passed.

Statistical Report: John presented the Database statistics report. Grand total database hits were 254,224 from Jan - July 2016. Top two database hits were fcl.org and Overdrive.

Financials: 2016 Budget total was \$206,359.00 income for the month of July was \$137.51; total outflows for the month of July were \$17,125.34. Cash in Checking account was \$39,328.53. Pages 8-16 were the Itemized Check Register. Line items such as Summer Reading Program and Overdrive were discussed. More money for Overdrive E- items was discussed and tabled for the next meeting. With no further discussions on Financials the Financials were accepted as presented.

Old Business:

Library Card: John stated the libraries have ordered a second order of library cards. Van Buren County and Faulkner cards issued have increased tremendously.

Food for fines: John proposed when the libraries collect items in place of fines to place either a dollar amount on each item donated such as \$2.00 or \$1.00 for each item donated or for each item donated take off one fine. Rhonda made a motion to leave the way libraries collect fines up to John and Karla. Joe Don seconded that motion and the motion passed.

New Business:

State Aid: John stated the Region would be receiving an additional \$9,000.00 the 1st quarter.

Mission Statement: John presented the Regional board with a new mission statement: To open access to ideas and communities through shared collections, shared spaces, and shared activities. Sunny made a motion to make this our mission statement and Patsy seconded that motion.

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Databases: John made a presentation for Newsbank, (\$4,884.00 yr.) and Hoopla (price depended on items loaded). Karla suggested maybe replacing Reference USA with Newsbank, and Freegal (\$9,682.00 yr.) with Hoopla. No decision was made. John stated he was going to meet with the local colleges and Sierra to try and get Sierra pricing lowered.

Executive Session: Chairman Ben Thompson called the meeting into executive session.

Open Sessions: The meeting resumed into open session. Board discussion was on a Regional Director. The board tabled this discussion for a special meeting to be held at the end of September at Clinton. The board asked John and Karla in the mean time to get together and come up with an overview of a Regional Director.

AdjournmentL With no further business, the regional meeting was adjourned at 7 p.m.

### ***April 26, 2016***

Chairman Ben Thompson called the Faulkner-Van Buren Regional Library Board meeting to order at 5:30PM at the Van Buren County Library. In attendance were Regional Board members Rhonda Davis, Sunny Hargis, Ben Thompson and Joe Don Winningham; Patsy Desaulniers of the Faulkner County Library Board; Karla Fultz, manager of Van Buren County library; and John McGraw, director of Faulkner County libraries.

The Minutes of January 26, 2016, were read. The minutes were amended to reflect Sunny Hargis is the vice-chair, and Jeff Moncrease is the second Faulkner County member. Sunny moved to accept the minutes as amended. Joe Don seconded the motion, which was approved.

Expenditures were reviewed. The beginning balance was \$119,324.03. Revenues totalled \$52,274.39, and expenditures totalled \$50,672.17. The Region has an ending balance of \$120,926.25 at the end of March. John noted that most of the expenditures, particularly in March and April, were for Summer Reading Club presenters. Karla noted that Andrea is getting entertainers and prizes for SRC and would send John invoices for reimbursement. Sunny moved to approve the expenditures. Rhonda seconded the motion, which was approved.

John reported that the website was relaunched the week before. Early reports were very favorable.

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John presented quotes and samples from three card vendors. John explained that all offered a wallet and key card combination, all seemed to offer the same material. Printing Concepts offers a personalized card where patrons upload their own image to the card for an added cost, but someone would have to approve all the images going on to library cards. The Vanguard quote was rejected for being much higher than the others, but no consensus was reached between the other two. The board advised John and Karla to make the final choice and proceed. Rhonda moved that each replacement card cost \$1. Joe Don seconded the motion, which passed.

In reviewing expenditures, the topic of Arkansas Travelers tickets had come up. Two nights of Travelers tickets were to be given out during SRC sign up. Andrea was looking at getting a visit from the Travelers mascot. Karla suggested buying group tickets for Silver Dollar City as prizes.

Karla reported that Damascus is pouring concrete now and should be open by SRC. The meeting adjourned at 5:58.

### ***December 2, 2015***

Chairwoman Rhonda Davis called the Faulkner-Van Buren County Regional Board meeting to order at 5:30 PM at the Van Buren County Library. In attendance were Sunny Hargis, Sherrin Richardson, and Glenda Stag of the Van Buren County Library Board; Bob Schuck, Fritzie Vammen, and Ben Thompson of the Faulkner County Library Board; Van Buren County Judge Roger Hooper; Regional Board appointee Joe Don Winningham; Karla Fultz, manager of Van Buren County library; and John McGraw, director of Faulkner County libraries.

Bylaws as amended November 5th were reviewed. Bob Schuck noted that Article 2, Section 5, states "The Chairman or Vice-Chairman will cosign all checks with the Regional Librarian." There was consensus that the agreement had been for two of the three people will cosign all checks. Fritzie moved to accept the bylaws as amended. Sunny seconded the motion, which passed.

State aid budget for 2016 was reviewed. Bob Schuck offered two spreadsheets, one reflecting Regional Reimbursements of 10% to Faulkner County and 5% to Van Buren County, the other reflecting Regional Reimbursements of 15% to Faulkner County and 10% to Van Buren County. It was decided to look at the 15/10 budget.

John suggested dropping Heritage Quest, as it had been added to the Traveller database in August. There was discussion of Mango, which had been paid from a one-year grant in February 2015. There was consensus to pay for a single year of Mango and see if a longer term acquisition was warranted next year. Sunny moved to accept the 2016 Budget as amended. Bob seconded the motion, which passed.



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Bob Schuck presented a letter to the Regional Board rescinding the letter of intent to withdraw from the system dated June 22nd. John offered to mail a copy to the State Librarian.

Sunny made a motion to adjourn. Bob seconded the motion, which passed. The meeting was adjourned at 6PM. Rhonda invited all present to tour the new Van Buren library.

### ***November 5, 2015***

Chairwoman Rhonda Davis called the Faulkner-Van Buren County Regional Board meeting to order at 5:30PM at the Faulkner County Library. In attendance were Sunny Hargis, Sherrin Richardson, and Glenda Stag of the Van Buren County Library Board; Bob Schuck, Fritzie Vammen, Patsy Desaulniers, and Ben Thompson of the Faulkner County Library Board; Van Buren County Attorney Chad Brown; Regional Board appointee Joe Don Winningham; Karla Fultz, manager of Van Buren County library; and John McGraw, director of Faulkner County libraries.

The Minutes of July 22, 2015, were read. Fritzie noted that she was omitted from the list of attendees. Sunny moved to accept the minutes as amended. Bob seconded the motion, which was approved.

Expenditures were reviewed. The beginning balance was \$71,167.08. Revenues totalled \$52,275.77, and expenditures totalled \$31,846.61. The Region has an ending balance of \$91,596.24 at the end of September. Asked about the payments to VisionAmp, John noted the website is about ready for testing and that at present we are still on schedule for a January 1, 2016, rollout. Rhonda asked who signed reimbursement checks. John offered that he probably had. Bob said that either he or Fritzie could have signed it. Karla noted that Van Buren gets no notification that checks are being written on state aid. John offered that it would be easy to send notifications to the board that checks were to be signed, as well as the monthly bookkeeping reports collected in the board packet. Fritzie moved to accept the expenditure report. Sunny seconded the motion, which was approved.

Auditor's Report. A couple paper copies of the auditor's report circulated, and John offered to send a digital copy to everyone. To summarize, there were no findings and no comments.

Regional Library System Proposal.

Narrowing down unresolved areas of the bylaws, regarding Article 1, section 4, it was agreed that the Regional Librarian would provide an agenda for regular meetings.

Regarding Article 2, section 5, it was agreed that checks would be co-signed by two people, the Regional Librarian, the Regional Board Chairperson, or the Regional Board Vice-chairperson.

Broader discussion of the Regional Librarian's duties were tabled, but regarding Article 3, section 1, subsection e, "regular contact and coordination" was not defined by a specific

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number of visits. Regarding Article 3, section 1, subsection f, it was agreed that the Regional Librarian should attend each county library board's regular meetings.

Regarding Article 4, section 2, it was agreed that an annual audit would be made. Regarding section 3, it was agreed that the notices John referenced earlier of monthly statements and notifications of checks to be signed would suffice. Regarding section 5, it was agreed that Regional reimbursements would be revisited in annual budget discussions. It was proposed to lower Faulkner County's reimbursement to 15% for 2016.

Regarding Article 9, it was agreed that a supermajority would be required to amend the by-laws.

These amendments were given to Chad, who promised to type them up and distribute them. Fritzie moved to accept the amended by-laws pending the final draft. Sunny seconded the motion, which was accepted.

Dates for a budget meeting were proposed. December 2nd in Clinton was selected, with a tour of the library at 5, followed by a meeting at 5:30. Karla and John were charged with drafting a job description for a Regional Librarian.

The meeting adjourned at 7:40.