

Van Buren County Library Board Minutes 2017

January 10, 2017

A regular meeting of the Van Buren County Library Board was called to order at 5:40 p.m. in the meeting room of the library. Presiding Officer was Rhonda Davis - Chairwoman. A quorum was present, including the following members: Sherrin Richardson, Stephanie Treece, and Glenda Stagg. Also in attendance was, VBC Librarian- Karla Fultz. The minutes from the November board meeting were read. Minutes were approved as read. There were not any December minutes.

Financial Report: For the month of December, Damascus library attendance was 293, checked out items were 362, new library cards were 4, deposits were \$17.35 and check disbursements were \$1,128.70 a balance of \$3,458.29 in the discretionary account. Clinton's attendance was 3,999, checked out items were 4,570, 50 new library cards, balance in the discretionary account was \$28,489.21 and the balance in the mill tax fund was \$1,818,907.44. Law library balance was \$11,928.56. Glenda made a motion to accept the financial report and Stephanie seconded.

Old Business:

2016 Year In Review: Karla presented the library board with an Annual 2016 Fiscal Report

New Business:

Log Cabin Write Up: Karla presented the board with a write up in the Log Cabin Democrat with FC Library Directors John McGraw's rebuttal article. Karla stated she presented this to say they are looking for a new board member and felt it was good evidence getting a new library board member from out in the County. The board agreed.

Flag Pole: Karla stated there would be a Flag raising ceremony on Saturday, January 14, 2017 @ 2 p.m. presented by the Shirley Masons and the DAR.

Local Board Member: Karla asked the Board if they had any suggestions for a board member to replace Sunny from either Alread or Scotland. The board gave Karla a list of names to contact. Karla stated she would contact these suggestions and get back with them.

Regional Board Member: Karla stated that since Sunny's term had expired she needed a Regional Board member to represent VBC. Glenda made a motion to nominate Stephanie and Sherrin seconded that motion. All were in favor and Stephanie was appointed to the regional board.

FYI: The library will be closed Monday, January 16th for MLK. Next regular meeting will be Tuesday, February 21st. February 13th the Friends will host a Chocolate Lovers Delight Event.

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

Respectfully submitted:

Karla Fultz

VBC Librarian

Rhonda Davis, Chairwoman

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March 15, 2017

A regular meeting of the Van Buren County Library Board was called to order at 5:40 p.m. in the meeting room of the library. Presiding Officer was Glenda Stagg -Acting Chairwoman. A quorum was present, including the following members: Sherrin Richardson, Stephanie Treece, and new board member Kristi Eastridge. Also in attendance were Honorable Judge Hooper, and VBC Librarian- Karla Fultz. Chairwoman Rhonda Davis was absent.

The minutes from the January 10, 2017 board meeting were read. Minutes were approved as read. There were not any February minutes.

Financial Report: For the month of December, Damascus library attendance was 380, checked out items were 477, new library cards were 5, deposits were \$87.55 and check disbursements were \$54.99 a balance of \$3,634.25 in the discretionary account. Clinton's attendance was 4,609, checked out items were 4,285, 75 new library cards, balance in the discretionary account was \$29,626.35 and the balance in the mill tax fund was \$776,414.26. Law library balance was \$12,970.23. Stephanie made a motion to accept the financial report and Sherrin seconded.

Old Business:

Volunteer Tax: Karla asked when she should put an ad in the paper promoting the volunteer tax. Sherrin suggested the last week of March or the first week of April.

New Business:

Harrison Energy Maintenance Agreement: Karla presented two agreements from Harrison Energy for maintenance of the HVAC system. Karla stated that the board has a lot of money invested in the system and would like to see the \$2,600 agreement be approved to take care of the system. Karla stated she did not feel the \$4,100 was needed. Judge Hooper asked to table a decision on this until Karla talks to Craig Fisher who oversees the building maintenance on all county buildings.

Muriel: Karla stated she had been thinking about art displays and would like to work with the 3 school districts Art teachers to find a student that can draw and paint to work on a Muriel on the half wall by the DVD cabinets. Sherrin suggested contacting the art teachers and meeting with them and see what they think. Have the student's do a mock drawing and the board approves it.

EHC Tree Ceremony: Karla stated EHC is celebrating 100 years this year and would like to plant a tree on the mound in front of the meeting room. David Griffith, Extension Office Agent suggested the Japanese Flowering Snowball Tree be planted. This tree will be planted on Saturday, March 25th @ 11 a.m.

Adjournment: With no further business the meeting adjourned at 6:09 p.m.

FYI: Next board meeting will be Tuesday, April 11th @ 5:30: p.m.

Regional meeting attentively set for March 29th @ 5:30 in Clinton.

Classical movie Harvey playing March 25th, @ 5 p.m.

April 29th @ 2 p.m. showing the Movie Terror @ Black Falls - filmed in Scotland, AR.

April 11, 2017

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

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The minutes from March 15, 2017 board meeting were read. Minutes were approved as read.

Financial Report: For the month of March, Damascus library attendance was 380, checked out items were 483, new library cards were 10, deposits were \$144.10 leaving a balance of \$3,778.35 in the discretionary account. Clinton's attendance was 4,730, checked out items were 5,023, 68 new library cards, balance in the discretionary account was \$30,562.57 and the balance in the mill tax fund was \$746,938.15. Law library balance was \$13,638.93. Stephanie made a motion to accept the financial report and Kristy seconded.

Old Business:

Harrison Energy Maintenance Agreement: Karla presented two agreements from Harrison Energy for maintenance of the HVAC system from the March meeting. Karla stated she dropped the agreements off with Craig Fisher but he was out when she went by to get his opinion. Karla stated she feels the board should purchase the \$2,600.00 contract just for the fact they service more than changing filters that the maintenance building employees do, they service the Internet controls and come when she cannot clear the online issue out. Kristi made a motion to purchase the \$2,600 maintenance contract and Stephanie seconded.

Regional Report: Karla stated the Regional Board voted to legally name John McGraw the interim for the Regional Director until a permanent director could be hired.

New Business:

Friends: Karla stated the Friends Book Sale is April 12-15th. Karla also stated the Friends voted to purchase some play ground equipment for ages 4-6 from Sam's Club.

Adjournment: With no further business the meeting adjourned at 6:00 p.m.

FYI: Next board meeting will be Tuesday, May 9th @ 5:30: p.m.

First Aide Class not CPR - Saturday - April 22nd from 9:30 – 1:00 \$10 per person \$7 for the certification card and \$3 for the Friends.

Sign Language Classes begin April 19th from 3:30 – 4:30 taught by Bonny Hill of Conway.

April 29th @ 2 p.m. showing the Movie Terror @ Black Falls - filmed in Scotland, AR.

Painting Class is April 19th from 5:30 - 6:30 P.M.

May 9, 2017

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

The minutes from April 11, 2017 were read. Minutes were approved as read.

Financial Report: For the month of April, Damascus library attendance was 384, checked out items were 373, new library cards were 3, deposits were \$127.15, leaving a balance of \$3,848.75 in the discretionary account. Clinton's attendance was 5,026, checked out items were 4,192, 42 new library cards, balance in the discretionary account was \$35,060.24 and the balance in the mill tax fund was \$736,246.88. Law library balance was \$13,330.86. Stephanie asked why the law library expenditures increased by 1,000.00. Karla stated that was a charge from Harrison Energy for a service call on

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Heat/Air. With no further questions, Stephanie made a motion to accept the financials and Glenda seconded that motion.

Harrison Energy Maintenance Agreement: Karla stated that even though the board voted to approve the \$2,600.00 maintenance contract, Judge Hooper did not want to pay for the contract because Building Maintenance Administrator – Craig Fisher did not feel it was necessary. Karla stated the maintenance crew and her would have some extra training on May 10 from Harrison Energy on the HVAC system and would go from there.

April Programs: Karla stated 35 people were in attendance for the movie Terror @ Black Falls, 20-25 in attendance for the sign language class, and a well attended painting class.

New Business:

Summer Reading Program Schedule: Karla presented the board with a tentative summer reading program schedule. Karla stated Andria partnered with Clinton Public School to provide lunch for the month of June and was working with the local food chains to provide a lunch for July. Reading programs would be on Monday and Tuesday. Sherrin asked when the start and end time would be for the reading program days. Karla stated 9-3 p.m. Sherrin asked if we needed any extra insurance for the children. Karla stated FC library has about 200 children in attendance and did not think they have extra insurance, so she did not think so.

Other New Business: Sherrin stated she felt the library should charge for the meeting room in cases like Jeff giving the Concealed carry class – because even though money was not being exchanged at the library, he was still selling his services for his business. Different examples were discussed such as the Estate Information provided by Melanie Beltran and the Luncheon provided by Dr. Starnes. A this time the board felt that since no money was being exchanged at the library we would not charge for informational services. Sherrin stated that sometime in the future the matter needed to be revisited. Sherrin asked about the playground equipment if any extra insurance needed to be purchased in case of a broke arm. Again, Karla stated she did not think so but that she would call the Judges Office to find out.

Adjournment: With no further business, the meeting adjourned at 6:00 p.m.

FYI: Next board meeting will be Tuesday, June 13 @ 5:30 p.m.

CPR Class – Saturday – May 20th from 9:30 – 1:00 \$10 per person \$7 for certification card and \$3 for the Friends.

Lunch and Draw – May 26

Respectfully submitted:

Karla Fultz

VBC Librarian

Rhonda Davis, Chairwoman

June 21, 2017

A regular meeting of the Van Buren County Library Board was called to order at 4:00 p.m. in the meeting room of the library. Presiding Officer was Chairwoman- Rhonda Davis. A quorum was present, including the following members: Stephanie Treece, Kristi Eastridge,

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and Sherrin Richardson. Also in attendance, VBC Judge – Roger Hooper, and VBC Librarian- Karla Fultz. Board member Glenda Stagg was absent.

The minutes from May 9, 2017 board meeting were read. Minutes were approved as read. Financial Report: For the month of May, Damascus library attendance was 405, checked out items were 452 new library cards were 8, deposits were \$114.95, check distributed were \$98.02 leaving a balance of \$3,865.68 in the discretionary account. Clinton's attendance was 4,928 checked out items were 5,509, 65 new library cards, balance in the discretionary account was \$35,785.50 and the balance in the mill tax fund was \$744,857.30. Law library balance was \$12,953.30. Karla stated she had paid the Copier service contract out of the law library. With no further discussion the financials were accepted as read.

Harrison Energy Maintenance Agreement: Karla stated Judge Hooper, Craig Fisher and her met with Harrison Energy to review the maintenance agreement. Judge Hooper stated the agreement has been signed. Karla said lately they have had a lot of problems with the unit mainly due to dirty coils and filters. Now that the maintenance contract has been signed that issue will be fixed.

Summer Program: Karla stated the day camp programs have 25 children in attendance but the Wednesday programs have had around 130 children in attendance. Judge Hooper stated he would like Andrea and the board to do a power point presentation on the summer reading program at the November Quorum Court meeting. Sherrin suggested hosting the QC meeting at the library with the board serving refreshments before the meeting.

Special Insurance: Karla stated according to the Arkansas Municipal league the library will not need to purchase special insurance for the play ground equipment or for hosting children's programs based on the fact that the library is a county entity.

New Business:

Dollar General Grant: Karla stated Andrea applied and received a \$3000.00 grant from Dollar General to help with the summer children's programs through FOL (501) C. Some suggestions of free entertainers/programs from the board was Miss Arkansas visiting the library who's passion is places she has never been, giving and philanthropy; Craig O'Neal of channel 11 who does story time @ the Cals Libraries and is very entertaining, The old state house who Rhonda is on the board, contact information is Bill Gatewood @ 501-324-8631; Arkansas traveling teletroop through the historical society, and local Miss Teen Arkansas Talent – Brooke Bradford who is now doing stories via ventriloquist.

Landscape: Karla stated Sherrin had mentioned landscape needing done around the flagpole and asked whom she suggested. Sherrin suggested asking Linda Mays for plant suggestions, Tom Nowlin and Mr. Verboon who is naturalist; maybe the Master Gardeners would do the work and asking Kathy's Place when her plants go on sale. Judge Hooper said he would see if the Master Gardeners would take on the project.

Adjournment: With no further business the meeting adjourned at 5:00 p.m.

FYI: Next board meeting will be Thursday, July 13th @ 4 p.m.

The library will be closed Saturday, June 24th for the Archie Fest Derby Race and Tuesday, July 4th for Independence Day.

Respectfully submitted:

Karla Fultz

VBC Librarian

Rhonda Davis, Chairwoman

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July 25, 2017

A regular meeting of the Van Buren County Library Board was called to order at 4:10 p.m. in the meeting room of the library. Presiding officer was Rhonda Davis – Chairwoman. A quorum was present including the following members: Sherrin Richardson and Kristi Eastridge. Also in attendance was, Your Honorable Judge Roger Hooper and VBC Librarian – Karla Fultz. Absent were board members Glenda Stagg, and Stephanie Treece.

The minutes from the June 21, 2017 board meeting was read. Minutes were approved as read.

Financial Report: For the month of June, Damascus library attendance was 685, checked out items were 1,429, new library cards were 65, deposits were \$102.75, leaving a balance of \$3,932.22 in the discretionary account. Clinton attendance was 5,717, checkouts were 6,122 and 88 new cards were given. Balance in the discretionary account was \$40,458.01. Balance in the millage account at \$735,645.58. Law library balance was \$12,953.30. Karla stated the electric bill was down 1/3 from what it had been.

Old Business:

Landscape – Karla asked if anyone had talked to the Master Gardeners yet or Linda Mays no one had, so this discussion was tabled.

Summer Programs – Karla stated Damascus for the month of June had 149 children in attendance and 1,438 youth books checked out from the month of June-July 25th. Clinton served over 400 children for the month of June and 2,930 youth books were checked out. Karla was asked what she liked most about the summer program. Karla stated that being well organized on Monday and Tuesday and the performers on Wednesday is what she likes best. Rhonda stated Andrea is a very hard worker and does a job well done.

New Business:

Concerns: There was some concern over the volunteers working the front desk, the board stated only the paid employees need to work the front desk. Discussion was made over the food stamp program and how long these volunteers would be here. Karla stated she did not know how long. Karla stated she has two food stamp recipients doing volunteer work. A volunteer on Monday connected with no program who wants to volunteer and sometimes a teenage homeschooler on Thursday. Karla stated that her food stamp volunteers are both hard workers and work better than the community service workers sent to her by the courts for time to pay fines. Karla stated she would no longer take community service workers because they never show up and when they do show up they don't want to be there. The second item of concern was that of Sam not wearing shoes in the library. Karla stated she would address that issue that she didn't really know he wasn't wearing shoes. The third concern with the board was a complaint on the loudness of staff members. With some discussion Karla stated she would address this issue.

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Unconference: Karla asked if she could close the library Friday, August 4th for a conference held by the state called Unconference. She stated it would be worth all employees to be able to attend. Sherrin made a motion to close the library and Kristi seconded that. All were in favor of closing the library.

Food Fines: Karla stated the regional system will be accepting food or school supplies for fines the last week of July. Karla was glad in that a new blessing pantry had just been opened downtown on the square and the library could help provide with that and send the rest to the Food Banks.

Capital Fundraiser – Karla stated she would begin working on the budget for the next year and would like the board to start thinking about a fundraiser. With the lease Karla would like to see books purchased out of general account so that would give about \$80,000.00 toward the lease money. Rhonda stated she would think the board needs to try and raise \$100,000 to build our discretionary account back up to lean on. With some discussion it was decided to come to the next meeting with some ideas.

FYI: Next Regular Board Meeting will be August 09 2017 @ 4:00 PM.

Adjournment: With no further business the meeting was adjourned at 5:15 p.m.

Respectfully submitted:

Karla Fultz

VBC Librarian

Van Buren County Library Board Meeting

Rhonda Davis, Chairwoman

October 18, 2017

A regular meeting of the Van Buren County Library Board was called to order at 4:22 p.m. in the meeting room of the library. Presiding Officer was Chairwoman- Rhonda Davis. A quorum was present, including the following members: Stephanie Treece, and Sherrin Richardson. Also in attendance, were Honorable Judge Hooper, and VBC Librarian- Karla Fultz. Board Members Glenda Stagg, and Kristi Eastridge were absent.

The minutes from September 12, 2017 board meeting were read. Minutes were approved as read.

Financial Report: For the month of August, Damascus library attendance was 244, checked out items were 472 new library cards were 4, deposits were \$33.65, leaving a balance of \$3,995.10 in the discretionary account. Clinton's attendance was 4,465 checked out items were 4,288, 49 new library cards, balance in the discretionary account was \$42,414.64 and the balance in the mill tax fund was \$696,674.86. Law library balance was \$15,226.96.

Stephanie made a motion to accept the financials and Sherrin seconded. All were in favor and the financials were accepted as read.

Old Business:

Capital Fundraiser: Big Buck Classic: Karla stated she has had no luck in retrieving more information for a Big Buck Classic this year. Sherrin stated for next year to host a Big Buck Classic talk to the Rotary or the Banks for the Annie of \$500 for Adults and \$100 for kids then sale your tickets to enter. Karla stated she would talk to the Rotary for this fundraiser for next year.

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Karla presented the board with some information on Pledge Cards. The board liked the pledge card the Hospital is putting out and suggested going with that. For the Friends Renewal add a credit card and let them know the rooms can be paid out over a period of 3-5 years. Also for the naming rights add that to a brochure. Karla stated she would get this done and ready to mail out by the end of this month. The board asked for a typed list of persons and business we will be sending this out to.

Arkansas State Library Scholarship - Karla presented the board with an application and letter for the Arkansas State Library Master of Library Science Scholarship for Andrea. Karla stated Andrea agrees to work in an Arkansas Public Library for 1 year after receiving her Masters Degree. Sherrin made a motion to apply for the Scholarship on behalf of Andrea and Stephanie seconded that. All were in favor and the motion carried.

New Business:

Saturday after Thanksgiving: Karla asked if the library could close on the Saturday after Thanksgiving since we have shortened the hours. Stephanie made a motion to close, and Sherrin seconded that motion. All were in favor and the motion carried.

2018 Library Board Member: Karla presented a letter to the Board stating Sherrin did not wish to be reappointed for the year of 2018. The library board thanked her for her service and accepted her letter.

Adjournment: With no further business the board adjourned at 5:15

FYI: Next library board meeting will be Wednesday, November 8th @ 4 p.m.
Library closed November 10th, 11th, 23rd, 24th, and 25th. Staff in-service day @ Conway on November 10th.

Respectfully submitted:
Karla Fultz
VBC Librarian
Rhonda Davis, Chairwoman

November 8, 2017

A regular meeting of the Van Buren County Library Board was called to order at 4:15 p.m. in the meeting room of the library. Presiding Officer was Chairwoman- Rhonda Davis. A quorum was present, including the following members: Stephanie Treece, Sherrin Richardson, Kristy Eastridge, and Glenda Stagg. Also in attendance, were Honorable Judge Hooper, and VBC Librarian- Karla Fultz.

The minutes from October 18, 2017 board meeting were read. Minutes were approved as read.

Financial Report: For the month of October, Damascus library attendance was 358, checked out items were 492, new library cards were 5, deposits were \$236.65 and checks disbursed were \$318.11, leaving a balance of \$3,913.64 in the discretionary account. Clinton's attendance was 4,470, checked out items were 4,497, 52 new library cards, balance in the discretionary account was \$41,915.95 and the balance in the mill tax fund was \$833,762.12. Law library balance was \$15,912.14 Financials were accepted as presented with the exception of the beginning balance in the law library being changed to \$15,226.96

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Old Business:

Capital Fundraiser: Karla presented the board with upgraded Pledge Cards, Friends Membership Form and Library Brochure. With some tweaking the items were accepted and Karla stated she would start mailing them out as soon as they were printed. Karla stated she would use Jacob's printer because they are a local business.

Arkansas State Library Scholarship – Stephanie asked if all the paperwork was finalized and turned in for Andrea's scholarship. Karla stated that it was and Arkansas State Librarian Carolyn Ashcraft stated Andrea would be reimbursed for the current semester also.

2018 Library Board Member: Names for a new 2018 Board Member were discussed. Sunny Hargis, Lindsey Hudson, Carrie Ward, Amanda James, Courtney Fowler and Chad Brown were on the suggested list. Rhonda stated she would talk to Sunny first and then get back with the board and the Judge.

New Business:

Master Gardeners Club: Marti Shannon and Kathy spoke with the board about landscape around the library. Kathy stated they have been pricing plants and shrubs at Lowes, Home Depot, and Kathy's Green House here in Clinton. Rhonda stated she wanted VBC tax revenue spent in VBC County. Marti asked what kind of budget the board had to spend on landscaping. Rhonda asked if the Master Gardeners would do the upkeep. Marti stated the library would be responsible for the upkeep. Sherrin suggested Clinton High Schools Mr. Wiedors Agri class prepare the soil and to the upkeep on the landscape, and have Danny @ EH test the soil for landscaping. Karla asked the Master Gardeners Club to email her a plan and budget and she would forward that on to the board and they could get back with them. It was also suggested the landscape project be done in stages.

Quorum Court: Karla stated the board had talked about hosting the QC meeting November 16th and what would the board like to feed the QC. Judge Hooper asked that the board host QC December 21st instead. The board agreed to host the QC in December and have finger foods before the meeting. Karla stated the library staff would present a special PowerPoint for the QC at that time.

Adjournment: With no further business the board adjourned at 5:15

FYI: Next library board meeting will be Thursday, December 21 @ 4 p.m.

Library closed November 10th, 11th, 23rd, 24th, and 25th. Staff in-service day @ Conway on November 10th.

Respectfully submitted:

Karla Fultz
VBC Librarian

December 21, 2017

A regular meeting of the Van Buren County Library Board was called to order at 4:15 p.m. in the meeting room of the library. Presiding Officer was Chairwoman- Rhonda Davis. A quorum was present, including the following members: Sherrin Richardson, Kristi Eastridge,

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and Glenda Stagg. Also in attendance, was VBC Librarian- Karla Fultz. Board Member, Stephanie Treece was absent.

The minutes from November 8, 2017 board meeting were read. Minutes were approved as read.

Financial Report: For the month of November, Damascus library attendance was 230, checked out items were 314, new library cards were 3, deposits were \$29.35, leaving a balance of \$3,942.99 in the discretionary account. Clinton's attendance was 4,688, checked out items were 4,344, 48 new library cards, balance in the discretionary account was \$42,495 and the balance in the mill tax fund was \$871,708.57. Law library balance was \$16,470.11. Financials were accepted as presented.

Old Business:

Capital Fundraiser: Karla stated the capital fundraiser has brought in \$6,650 to the Friends of the Library. \$5,000 was donated by SWN, \$1,000 grant from Entergy, and \$650 dollars from Pledge Cards.

Master Gardeners Club: Karla presented a plan from the Master Gardener's club for the beginning phase of the landscape, which would need to start out with \$422. Sherrin made a motion to budget the \$422 for the landscape and Glenda seconded that motion.

New Business:

Summer Reading Initiative: Glenda stated Clinton Public School wrote a grant proposal to Winthrop Rockefeller for the Reading initiative Grant. This partnership would allow the school to purchase books and incentives for summer reading. Sherrin made a motion for the Van Buren County Library to partner with Clinton Public School for the Rockefeller Grant. Kristi seconded that motion and all were in favor.

Adjournment: With no further business the board adjourned at 4:45.

FYI: Next library board meeting will be Wednesday January 10, 2018 @ 4 p.m.
Library closed December 22, 25, 2017 and January 1, 2018.

Respectfully submitted:

Karla Fultz

VBC Librarian

Rhonda Davis, Chairwoman