

Faulkner County Library Board Minutes 2017

January 18, 2017

Jeff Moncrease called the meeting of the Faulkner County Library board to order on January 18, 2017, at 5:30PM. Board members Patsy Desaulniers, Ben Thompson, Jeff Moncrease, Stephanie Vanderslice were present, as were Children's Librarian Kara Dyer and Director John McGraw

Minutes of the December board meeting were reviewed. Stephanie amended them to note at the outset that she was present. Ben moved to approve the minutes as amended. Stephanie seconded the motion, which passed.

Representation to the Regional board was discussed. Ben moved that Jeff and Stephanie should represent the Faulkner County board at Regional board meetings in 2017. Patsy seconded the motion, which was approved.

Patsy moved that Ben chair the Faulkner County board in 2017. Jeff seconded the motion, which passed.

Kara gave a report on Comiconway. Attendance was down from 2015, 4866 people for the weekend. The December dates and the weather contributed to that. We had more vendors and a better layout. The mini-heroes corner in particular was better placed and better run. \$25277 was spent, and \$19000 was taken in.

Jeff moved that the budget line for 2017 remain the same. Ben seconded the motion, which passed.

Summary statements of operation were reviewed. There was a call for comments. Statistics and Programming reports were reviewed. John noted attendance for the year was up 13% while circulation was almost flat.

The bookkeeper's reports were reviewed. There was a call for comments.

Purchase Orders were reviewed. Ben moved to approve the Purchase Orders. Patsy seconded the motion, which was approved.

Fines and Donations expenditures were reviewed. Patsy moved to approve the expenditures. Stephanie seconded the motion, which was approved.

Wade's bid for climate controller service was considered. No other bidders had been located and Wade has always serviced the controllers. John reported the promised upgrade would have no added costs and is part of the annual service contract. The system was last upgraded in 2006. Installation would be a matter of weeks. Ben moved to approve the contract. Stephanie seconded the motion, which was approved.

John summarized the findings of the legislative audit which contained no new findings and no actionable findings.

John circulated Gibbs' HVAC assessment with a list of problems that need to be repaired or excluded from the service contract. Ben moved to approve all but #6.

Stephanie seconded the motion, which was approved.

Ben adjourned the meeting at 7:30 PM.

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March 20, 2017

Ben Thompson called the meeting of the Faulkner County Library board to order on March 20, 2017, at 5:30PM. Board members Patsy Desaulniers, Jeff Moncrease, Ben Thompson, Stephanie Vanderslice, and Jeff Whittingham were present, as were Children's Librarian Kara Dyer, Director John McGraw, and Ruth Hyatt of the Arkansas State Library

Kara spoke about Comicon-way and made three requests. She asked that \$10,000 be added to her total budget, with the understanding that those expenses were expected to be offset by increased revenue. She asked permission to sell ads or seek sponsors for the coloring book. She asked to charge \$5 admission for people aged 13 and up.

Ruth Hyatt did a presentation on Trustee Orientation. Discussion included the propriety of discussion at County board meetings of upcoming Regional board business, using the state library as an off-site repository of old board records, and assessments for trustees.

Ben welcomed Jeff Whittingham to the board.

Minutes of the January board meeting were reviewed. Stephanie moved to approve the minutes as amended. Patsy seconded the motion, which passed.

Summary statements of operation were reviewed. There was a call for comments. John noted that revenues are ahead of where they were in the prior two years. John noted that salary budget lines are very tight, but any vacancies through the year may mitigate the need for small changes later in the budget year. Asked about 25% of health matching being spent, John said that last year that line paid quarterly, so another payment was not expected until April.

Statistics and Programming reports were reviewed. John noted attendance was down over last year, which had early voting numbers included. Circulation was down slightly. The low numbers for Reference USA and Freegal were discussed. John suggested that the Regional board might be persuaded to redirect money from services used by a few to something like Hoopla which might have broader impact. There is a Regional meeting tentatively scheduled for March 29. Mango had shown improvement after library staff put promotional material in the foreign language collections of the Conway colleges.

The bookkeeper's reports were reviewed. There was a call for comments. Jeff Whittingham asked about the accounts, and received a summary of the revenue and expenditures of the Fines And Donations account.

Purchase Orders were reviewed. John spoke of changes to internet service at multiple branches that increased speeds at little or no extra cost. Better service for Mayflower and Conway remains a priority. Patsy moved to approve the Purchase Orders. Jeff Moncrease seconded the motion, which was approved.

Fines and Donations expenditures were reviewed. Stephanie asked about a payment to the East Baton Rouge Library, which John explained as due to a lost Interlibrary Loan and the reinforcement of policies for Interlibrary Loan users after some issues with one borrower. Jeff Moncrease moved to approve the expenditures. Stephanie seconded the motion, which was approved.

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John circulated a repair list submitted by the Mount Vernon library to the city of Mount Vernon. John noted the seriousness of the listed items, and had no indication that any items on the list had been addressed as yet by the city. John circulated the Transparency Ordinance (17-9) before the Quorum Court. John noted that it does not impact the process the Friends of the Library currently pursue to vet board members. The Ordinance calls for a 14-day posting on the county website about board openings, with board terms and duties attached. The ordinance must be read at two more court sessions before a vote.

The board considered three quotes for microfilm readers. John reported that the current machines damage the film and few staff are comfortable even loading the machines. There was discussion about what sorts of material are available on microfilm. There was a request for some sense of how many people are using it. John promised to have some numbers in April. The issue was tabled until next month.

John noted that a 3D printer would be arriving soon, and another in a few months. A draft policy on 3D printing would be before them by the April meeting.

Also Conway has ceased deterring panhandling due to a legal decision. Asked if this applied to county property, John said he understood that it did. Panhandlers would not be asked to leave for simple panhandling, but if there were infractions of the code of conduct those would be addressed.

John mentioned that a part-timer had been hired to learn acquisitions and cataloging from Ginny. Vilonia had recently gotten a part-timer to see them through staff maternity leave. Twin Groves was also requesting a part-time worker, and Conway is losing a part-timer in late April. There were questions about the Regional Administrator position the Regional board seeks, and John reported that two candidates had come forward, neither with the requisite Master's degree. The county representatives to the Regional board were asked to seek some course of action on Regional library leadership.

John spoke of a meeting he had taken with Mark Mann of Stock Mann architects, who had designed the Van Buren County library last year, as well as many other buildings. They discussed needs at Conway and the branches.

Ben called for discussion or motions on the issues Kara had presented. Jeff Moncrease moved that the total budget for Comiconway increase to \$40000.

Stephanie seconded the motion, which was approved.

Patsy moved that we charge \$5 per person ages 13 and over. Jeff Whittingham seconded the motion. Discussion covered the people shut out by an admission fee, the demographics served by Comiconway, whether any library programs should have admission fees, whether we could restrict admission to a few premier events during Comiconway, and the long-term goal of the program paying for itself. Patsy and Jeff Whittingham voted in favor, Jeff Moncrease voted against, Stephanie abstained. The motion passed.

Jeff Whittingham moved to allow ads or sponsorships to cover the cost of the coloring book. Stephanie seconded the motion. Discussion again returned to the question of commercializing library events. Jeff Whittingham, Stephanie, and Patsy voted in favor. Jeff Moncrease voted against. The motion passed.

Ben adjourned the meeting at 7:53 PM.

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April 24, 2017

Ben Thompson called the meeting of the Faulkner County Library board to order on April 24, 2017, at 5:30PM. Board members Patsy Desaulniers, Jeff Moncrease, Ben Thompson, and Jeff Whittingham were present, as was Director John McGraw. Minutes of the January board meeting were reviewed. Patsy moved to approve the minutes as amended. Jeff Moncrease seconded the motion, which passed. Summary statements of operation were reviewed. There was a call for comments. John noted millage collections were ahead of where they were in years past. Statistics and Programming reports were reviewed. John noted circulation and attendance are down over 2.5% over last year. Ben asked about website numbers. John replied that page views had declined, but that some of that was due to a new website that made static links of popular destinations, events for example, rather than a series of pages to click through to find a current file. John promised to get some numbers on visitors, as opposed to page views, and some breakdowns of page views by location.

The bookkeeper's reports were reviewed. There was a call for comments. It was observed we had received a state aid quarterly check. John reported that the current budget may again cut \$1 million from libraries so we may be looking at a loss of funds in the near future.

Purchase Orders were reviewed. Patsy moved to approve the Purchase Orders. Jeff Moncrease seconded the motion, which was approved.

Fines and Donations expenditures were reviewed. Jeff Moncrease moved to approve the expenditures. Jeff Whittingham seconded the motion, which was approved.

Old Business: John provided estimates on microfilm usage requested in March. On average, some twenty people request staff assistance using the current machines. Others undoubtedly use the machine without assistance, but it is hard to gauge numbers based on reels to be refiled. John noted that Zytron had a demo unit at a marked down price, and that this same unit was in Clinton for the last year with no complaints. Jeff Moncrease spoke to the continuing use of microfilm in libraries. Jeff Whittingham spoke to the uniqueness of the material offered on microfilm. Jeff Moncrease moved to spend \$6500 on the Zytron demo unit and up to \$500 in software and peripherals to make it run.

New Business: After a demonstration of the new Form 3D printer, the board discussed a policy modeled on the Van Buren County Library policy. Pricing reflects the cost of the materials, and the time consumed of the lifespan of the printer's build platform. There was discussion of who would pay for failed builds. The policy was amended to ask for pay in advance, not upon completion. Jeff Moncrease moved to adopt the policy as amended. Patsy seconded the motion, which was approved. The board reviewed a letter from Gibbs on the chiller and ongoing repairs. The issue was tabled until other options were available.

John invited the board to attend a city council in Twin Groves on May 9th. The city has recently been unable to fund repairs to the HVAC system. John advised the board he has spoken with Justice of the Peace Knight about the subject to explore the county's options.

The meeting was adjourned at 7:05.

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May 15, 2017

Ben Thompson called the meeting of the Faulkner County Library board to order on May 15, 2017, at 5:30PM. Board members Patsy Desaulniers, Jeff Moncrease, Ben Thompson, Stephanie Vanderslice, and Jeff Whittingham were present, as was Director John McGraw.

Minutes of the January board meeting were reviewed. Stephanie moved to approve the minutes as amended. Patsy seconded the motion, which passed with Stephanie abstaining.

Summary statements of operation were reviewed. There was a call for comments. John noted millage collections were ahead of where they were in years past. Statistics and Programming reports were reviewed. Ben noted that Reference USA numbers continue to decline. John noted that the Regional board had cancelled Freegal and would not renew Reference USA in July.

The bookkeeper's reports were reviewed. There was a call for comments. Ben noted that Mango increased somewhat over last year. John agreed, and mentioned that Mango had another good month in April and there are plans to promote it in summer courses for Japanese and Spanish at the library.

Purchase Orders were reviewed. Patsy moved to approve the Purchase Orders. Jeff Whittingham seconded the motion, which was approved.

Fines and Donations expenditures were reviewed. Ben asked about the Travelers tickets. John noted that tickets for the June 19th game would be distributed to Summer Reading Club sign-ups. Stephanie moved to approve the expenditures. Jeff Whittingham seconded the motion, which was approved.

Old Business:

John provided a proposal from Gibbs to replace the chiller. For context, a similar proposal from Harrison from 2014 was submitted. Asked about how this would be paid for, John noted that the budget has an appropriation of \$250,000 every year for such things. John also raised the possibility that leaks in the roofs of Mayflower and Conway recently suggested they were due for new roofs. The board directed John to speak with the AAC to determine if this was storm damage from recent weather. Jeff Whittingham moved to request bids for a replacement to the chiller. Patsy seconded the motion, which passed.

John summarized the meeting in Twin Groves and discussions since then with Gunter Heating and Air. It seems likely that the building needs a new unit the city would prioritize below other needs at present. Alternatives discussed included asking a company for a quote to replace the unit, asking Friends of the Library to replace the unit, and exploring if a portable heat pump or window unit could mitigate things.

New Business:

Calendars for Summer Reading Club were distributed. This year's theme, "Build a Better World" is being addressed with a rudimentary makerspace that will have cooking elements, robotics, and some design work for the 3D printer.

A request for five laptops was considered. The laptops would make the 3D printer more portable, improve staff's ability to do inventory in the long run, and provide

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programming possibilities for summer programs. Jeff Moncrease moved to approve the submitted proposal for five laptops. Jeff Whittingham seconded the motion, which passed.

The meeting was adjourned at 7:05.

June 3, 2017

Ben Thompson called an emergency meeting of the Faulkner County Library board to order on June 3, 2017, at 1:30PM. Board members Patsy Desaulniers, Ben Thompson, Stephanie Vanderslice, and Jeff Whittingham were present, as was Director John McGraw. Board member Jeff Moncrease joined by phone.

Minutes of the May board meeting were reviewed. Jeff Whittingham moved to approve the minutes. Stephanie seconded the motion, which passed unanimously.

John provided a proposal from Gibbs to patch the leak on the chiller and use a cheaper refrigerant to make temperatures better while a replacement is pursued.

Ben asked where the pursuit of a replacement was at. John reported he had been speaking with Crystal Gates, the Director of the Laman Library, who has been replacing chillers this spring. The County Attorney had been given Laman's documents, including the Request for Bids and the Terms and Conditions documents, as well as proposals from Harrison and Gibbs to replace the chiller. Patsy asked if there would be efforts to attract local bids. John said he thought that was an issue for the county attorney's office but he would pursue it. Gibbs and Harrison are already aware that it is happening, and Crystal had supplied a contact with Advantage, which is handling Laman's replacements.

Jeff Whittingham moved to approve the submitted proposal for R422B refrigerant in the leaky circuit. Patsy seconded the motion, which passed unanimously.

John circulated the signing sheet for the county account, which had added Jeff Whittingham, but removed no one. Centennial was asking for minutes reflecting a consensus to remove persons from accounts. Stephanie moved to strike Fritzie Vammen from the signing list. Jeff Whittingham seconded the motion, which passed unanimously.

The meeting was adjourned at 1:13.

July 17, 2017

Ben Thompson called the monthly meeting of the Faulkner County Library board to order on July 17, 2017, at 5:30PM. Board members Jeff Moncrease, Patsy Desaulniers, Ben Thompson, and Jeff Whittingham were present, as was Director John McGraw.

Minutes of the June 19 meeting were reviewed. Patsy moved to approve the minutes. Jeff Moncrease seconded the motion, which passed unanimously.

Summary statements of operation were reviewed. There was a call for comments.

John mentioned that a deal had been made with ConwayCorps for fiber, which would increase internet speeds but might increase costs somewhat in the latter part of the year.

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Statistics and Programming reports were reviewed. John reported that circulation and attendance were down across most of the system. Adult and teen programming numbers increased steeply, as did attendance at the Mount Vernon Library. Asked about eclipse programming, John reported that the Friends of the Library had purchased 400 pair that would be distributed at astronomy programs before the eclipse, as well as the day of the eclipse. On a related note, John reported he was talking with ConwayCorps and the Central Arkansas Astronomical Society about purchasing and maintaining a collection of telescopes for the library that could be checked out to the public.

The bookkeeper's reports were reviewed. John noted that Hoopla had gone live earlier that day.

Purchase Orders were reviewed. Jeff Moncrease moved to approve the Purchase Orders. Patsy seconded the motion, which was approved.

Fines and Donations expenditures were reviewed. Patsy moved to approve the expenditures. Jeff Moncrease seconded the motion, which was approved.

Old Business:

Bids for the chiller replacement were considered. There was discussion about the inadequacy of some details, some explanation of costs. The issue was tabled. The board directed John to have Gibbs and Harrison at the August meeting to answer questions.

John reported that two candidates for the Regional Administrator position had come forward. He circulated interview questions to the Regional board members from the hiring of the last Regional Director and asked that a short list of questions for a Regional Administrator be selected and returned to him prior to the August 9 Regional Board meeting.

New Business:

Two quotes for addressing the water pump were considered. Jeff Moncrease moved to accept Gibbs proposal, with the expedited timeframe. Jeff Whittingham seconded the motion, which passed unanimously.

John circulated a new form for documenting Incident Reports. There was a call for comments. Comments were positive and the report form will be used as is.

John described the vandalism over the prior weekend and promised to bring quotes for security cameras to the August meeting.

John reported that the insurance assessor had determined that Mayflower had sustained storm damage to its roof and that quotes were being sought to replace it. There was discussion about a lengthy letter from a family with several points, about policies on replacing items in the collection, as well as customer service issues. Ben had emailed with the father and gotten more details, and John was working up a detailed response. John noted that his preliminary examination showed most of the "unavailable" materials were located at branches, and perhaps some of the frustration was due to the holds process being opaque. Asked if the library was conducting staff meetings and customer service training, John reported that the most recent meeting was the prior Thursday. Hoopla had dominated that meeting, as it is a new service being demonstrated to staff, but that most all of these meetings include customer service reminders and some discussion of challenging customer service situations staff had faced recently.

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John noted that the state library offers customer service training and we could certainly do some focused retraining on fundamentals.

Jeff Moncrease noted that in the past board packets had included survey respondents. John said that paper surveys had been replaced with an online survey, but he would be glad to reintroduce the paper forms and begin including responses in board packets.

The meeting was adjourned at 7:08PM.

August 23, 2017

Ben Thompson called the monthly meeting of the Faulkner County Library board to order on August 23, 2017, at 5:30PM. Board members Jeff Moncrease, Patsy Desaulniers, Ben Thompson, and Jeff Whittingham were present, as were Director John McGraw, Guy mayor Sam Higdon, Tyler Gibbs, Mark Gibbs, and Coby Sutton. Mayor Higdon addressed the board. He is building a library in a historic building which will have a community center in the front. He asked what the library system supplied to its branch locations. John responded, outlining arrangements where the library owns the building and where it does not. John stated he had some documents from when the Mount Vernon library petitioned to join the county library system that might be helpful to the mayor going forward.

Mark and Tyler Gibbs took questions from the board about their bid to replace the library chiller. The timeframe to manufacture, transport, and install the chiller was discussed, as well as the billing cycle. Tyler Gibbs offered to provide technical specifications on the Carrier unit they proposed as a replacement.

Coby Sutton of Harrison HVAC took questions from the board about their bid to replace the chiller. The timeframe to manufacture, transport, and install the chiller was discussed, as well as the billing cycle. Daikin chillers as a share of the HVAC market and their placement at local institutions was discussed. The 5 year warranty was discussed and Mr. Sutton suggested a 10 year warranty at roughly twice the price was also an option.

Jeff Whittingham moved to accept Harrison's offer, with the 10-year warranty. Patsy seconded the motion, which passed unanimously.

Minutes of the July 17 meeting were reviewed. Patsy moved to approve the minutes.

Jeff Whittingham seconded the motion, which passed unanimously.

Summary statements of operation were reviewed. There was a call for comments.

John mentioned that millage collection is ahead of past years.

Statistics and Programming reports were reviewed.

The bookkeeper's reports were reviewed. John reported that the Regional Board had approved moving \$10,000 from Regional Services (the salary line for the vacant Regional Administrator position) to Overdrive. Patron requests for titles are outstripping spending and a spending cap of \$1,000 per week had been implemented to insure that new titles continue to be added to the collection in November and December.

Jeff Moncrease reported on decisions made by the Regional Board to compensate John for working as the interim Regional Director. Jeff Moncrease moved that the Faulkner County library accept this designated Regional reimbursement to

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supplement the wages of the Director, as he is performing duties outside the scope of his job description. Jeff Whittingham seconded the motion, which passed. John thanked the board, and noted that the funding for the Region was especially problematic this time due to the state legislature tabling some budgeting decisions until next May. The upcoming Regional budget will likely contain severe cuts. Fines and Donations expenditures were reviewed. Patsy moved to approve the expenditures. Jeff Moncrease seconded the motion, which was approved. Purchase Orders for July were reviewed. Patsy moved to approve the expenditures. Jeff Whittingham seconded the motion, which was approved. Jeff Moncrease asked about Comiconway Reports. John reported that that was proceeding somewhat slowly, but he would have reports for that going forward.

The board considered a bill from Kirby Telephone to run cable throughout the building in anticipation of having a fiber optic internet connection provided by ConwayCorps. Jeff Moncrease moved that the purchase be approved. Jeff Whittingham seconded the motion, which was approved.

John presented a salary and position change document in advance of the Quorum Court's September meetings on these topics for county offices.

1. John proposed, separate from the matters for the Quorum Court's approval, that the part-time desk workers receive the same pay as their full-time counterparts. This could also be revisited later in the year as revenues are more finalized. This would mean an increase of \$11,500 to the part-time salary line.
2. The Head of Technical Services is retiring and John proposed lowering the salary to \$31,200 for the incoming Head of Technical Services. This would remove \$10,960 from full-time salaries.
3. GardenCorps has concluded its commitment to the Urban Garden behind the library. Last year the library hired a part-time programmer to supplement the reduced hours of final GardenCorps service member. John proposed making him full-time to absorb all the Gardencorps duties, eliminating \$11,400 from part-time salaries and adding \$22,800 to full-time salaries.
4. Children's programming positions are being adjusted. Our part-time primary programmer is retiring and two part-time Spanish-language programmers were let go. John proposed creating a full-time programming position. This would eliminate \$15,600 from the part-time salaries and add \$29,120 to full-time salaries.
5. John asked the board to consider his salary, having worked for two years in the Director's position. Jeff Moncrease pointed out that the board is obliged to evaluate the Director annually. As that had not been done, it was premature to consider a raise request.

Patsy moved to approve items 1 through 4 and recommend the relevant issues to the Quorum Court. Jeff Whittingham seconded the motion. The motion passed, with Jeff Moncrease voting no.

The board considered three bids to replace the roof in Mayflower. Jeff Moncrease moved that they accept the bid from Simon roofing. Jeff Whittingham seconded the motion, which was approved.

John reported that a burglary had occurred due to an oversight in closing procedures. Three laptops were taken, one was recovered. After the break-in prior

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to that, John pursued quotes on security cameras and glass-break detectors. He had two quotes present and awaits a third. The issued was tabled until September. Ben proposed scheduling an executive session to discuss the Director's salary. The board asked John to provide some evaluative material. The executive session was scheduled for Monday, August 28th, at 5:30PM. The meeting was adjourned at 8:16PM

September 18, 2017

Ben Thompson called the monthly meeting of the Faulkner County Library board to order on September 18, 2017, at 5:30PM. Board members Jeff Moncrease, Patsy Desaulniers, Ben Thompson, and Jeff Whittingham were present, as were Director John McGraw, and Kara Dyer.

Kara distributed a spreadsheet detailing ComiConway expenses and revenues. At present there are 60 vendors, 95 tickets, and 17 guests. All those numbers will climb as November approaches. The 501st will have a Droid Hunt game going on during the convention. The Friends of the Library have rented the Event Center, and that will house the Little Heroes area, panelist discussions, the Best Buy gaming center and more.

Minutes of the August 23 meeting and the were reviewed. Patsy moved to approve the minutes. Jeff Whittingham seconded the motion, which passed unanimously. Summary statements of operation were reviewed. There was a call for comments. John mentioned that millage collection is ahead of past years. Statistics and Programming reports were reviewed.

The bookkeeper's reports were reviewed. John reported that the Regional Board had approved moving \$10,000 from Regional Services (the salary line for the vacant Regional Administrator position) to Overdrive. Patron requests for titles are outstripping spending and a spending cap of \$1,000 per week had been implemented to insure that new titles continue to be added to the collection in November and December.

Jeff Moncrease reported on decisions made by the Regional Board to compensate John for working as the interim Regional Director. Jeff Moncrease moved that the Faulkner County library accept this designated Regional reimbursement to supplement the wages of the Director, as he is performing duties outside the scope of his job description. Jeff Whittingham seconded the motion, which passed. John thanked the board, and noted that the funding for the Region was especially problematic this time due to the state legislature tabling some budgeting decisions until next May. The upcoming Regional budget will likely contain severe cuts. Fines and Donations expenditures were reviewed. Patsy moved to approve the expenditures. Jeff Moncrease seconded the motion, which was approved. Purchase Orders for July were reviewed. Patsy moved to approve the expenditures. Jeff Whittingham seconded the motion, which was approved. Jeff Moncrease asked about Comiconway Reports. John reported that that was proceeding somewhat slowly, but he would have reports for that going forward.

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The board considered three bids to replace the roof in Mayflower. Jeff Moncrease moved that they accept the bid from Simon roofing. Jeff Whittingham seconded the motion, which was approved.

John reported that a burglary had occurred due to an oversight in closing procedures. Three laptops were taken, one was recovered. After the break-in prior to that, John pursued quotes on security cameras and glass-break detectors. He had two quotes present and awaits a third. The issued was tabled until September.

Ben proposed scheduling an executive session to discuss the Director's salary. The board asked John to provide some evaluative material. The executive session was scheduled for Monday, August 28th, at 5:30PM.

The meeting was adjourned at 8:16PM

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October 18, 2017

Ben Thompson called the monthly meeting of the Faulkner County Library board to order on October 16, 2017, at 5:30PM. Board members Stephanie Vanderslice, Patsy Desaulniers, Ben Thompson, and Jeff Whittingham were present, as was Director John McGraw.

Minutes of the September 18 meeting and the were reviewed. Patsy moved to approve the minutes. Stephanie seconded the motion, which passed unanimously. Summary statements of operation were reviewed. There was a call for comments. John mentioned that millage collection is ahead of past years. October is a big month for revenues. A lot are already posted one week into the month, so that interim report for October is included.

Statistics and Programming reports were reviewed. John apologized for not having statistics on children's programming or a thorough spreadsheet of Comiconway financials but would email them when they were available and include them in the supplementals to this month's packet. Patsy asked about the return on investment for Mango. John said by year's end it would be around \$2/session, not far off the ROI for Overdrive (\$1.37 per circulation) or Hoopla (\$1.21 per circulation). Plans are afoot to put more bookmarks in college library foreign language collections.

The bookkeeper's reports were reviewed. Ben asked about the Transitional Services line. John explained that that was compensation made by the Regional board to him for serving as the Interim Director this year. Formerly it was known as Regional Reimbursements. John reported that there is \$11,000 parked in the Regional Librarian budget line for 2018, but that would likely be amended next year.

Purchase Orders for September were reviewed. Stephanie moved to approve the expenditures. Jeff Whittingham seconded the motion, which was approved.

Fines and Donations expenditures were reviewed. Patsy moved to approve the expenditures. Jeff seconded the motion, which was approved.

Old Business:

John reported the Mount Vernon City Council had been deeded land opposite the park the current library adjoins. They wish to deed the land to the county library for a new building, with a revision clause that it returns to them should we not build on the site. The county attorney is drafting the deed, after which John will begin some community meetings to get input from Mount Vernon about a future library.

Bids were considered for security cameras and for alarm systems. Patsy moved that the ACT bid for IP cameras as well as their bid for an alarm system be accepted. Jeff seconded the motion, which was approved.

New Business:

John reported the new Teen Robotics Club placed second in a competition recently. While the first year is free, a great deal of fundraising must be done to continue competing. They are pursuing funds now, and John asked that the Fines and Donations budget be amended to add \$6,000 in Teen Programming Income and increase Teen Programming Expenses by \$6,000 with the understanding that no additional expenses would happen if the income goal were not met. Jeff moved to make the \$6,000 increases in Teen Programming Income & Expenses with that

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proviso that the income goal be met before additional expenditures. Stephanie seconded the motion, which was approved.

John reported that a vehicle struck the Greenbrier branch the prior Friday. It was determined that day that the building was safe. AAC has an assessor on the case, and the initial projection was for repairs to cost between \$5000 and \$7500. John asked for approval to pursue bids on restoration work to Greenbrier. Patsy so moved, and Stephanie seconded the motion, which was approved.

The meeting was adjourned at 6:40 PM

November 20, 2017

Ben Thompson called the monthly meeting of the Faulkner County Library board to order on November 20, 2017, at 5:30PM. Board members Stephanie Vanderslice, Patsy Desaulniers, Ben Thompson, and Jeff Whittingham were present, as were Suzanne Waggoner, Kara Dyer, and Director John McGraw.

Kara gave a report on Comi-Conway 2017. There were some issues with counting total attendance, as opposed to wristbands issued, but the crowd was estimated at 5,600. The Expo Center was packed with vendors. There were issues with traffic to the Event Center on the north side of the event, but overall it was a great success. Kara mentioned that she had not even touched the \$10,000 budgeted in the Fines and Donations account. Jeff Whittingham said he understood that that money would just be paid into the Comiconway account. John did not recall that, but by acclamation it was agreed that that had been the board's intent. John said the check would be cut the next day.

Kara outlined her budget for next year, an increase of \$5,000. A large part of that is a doubling of the price of the Expo Center, but she hopes that meetings with the city might bring some compromise. She also requested permission to pay a deposit on the 2019 event, which will be the weekend before Thanksgiving.

Patsy moved to accept the 2018 budget as presented. Jeff Whittingham seconded the motion, which was approved. Jeff Whittingham moved to pay the 2019 deposit as Kara had outlined. Jeff Moncrease seconded the motion, which was approved.

Minutes of the October 16 meeting and the were reviewed. Patsy moved to approve the minutes. Jeff Moncrease seconded the motion, which passed unanimously.

Summary statements of operation were reviewed. There was a call for comments. John noted that Tharuna Pannala's unpaid leave had required retaining two part-time positions to cover her hours, resulting in a short-fall in part-time salaries by year's end. The board discussed several areas to move money from, preferring the Personal Services subsection. John said a complication was that the county clerk would have availed of some of those funds for staff's "one-time seasonal salary adjustment". Jeff Whittingham moved to pursue \$2500 each from Social Security Matching and Unemployment Compensation budget lines to add \$5000 to the Part-Time Salaries budget line. Jeff Moncrease seconded the motion, which was approved.

Statistics and Programming reports were reviewed.

The bookkeeper's reports were reviewed. Ben asked about the Transitional Services line. John explained that that was compensation made by the Regional board to him

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for serving as the Interim Director this year. Formerly it was known as Regional Reimbursements.

Purchase Orders for October were reviewed. Jeff Moncrease moved to approve the expenditures. Stephanie seconded the motion, which was approved.

Fines and Donations expenditures were reviewed. Patsy moved to approve the expenditures. Stephanie seconded the motion, which was approved.

Old Business:

John reported the city of Mount Vernon had deeded land to the library for a new Mount Vernon library. John introduced Suzanne Waggoner, a member of the city council who had been instrumental in getting us to this point. John outlined some of the requests outlined so far and promised to begin some community meetings to get input from residents about a future library. John is seeking an opinion from the county attorney about what funds are available for construction. Ben asked about rural development grants and John said he is pursuing those as well. John also reported that a building consultant was strongly recommended, one who has worked on libraries.

John reported that the chiller had been delayed. The new install date is December 19th, with installation completed by Christmas. John reported he had advised Harrison that bills had to be paid by then, so he expects an invoice soon.

New Business:

John circulated December calendars of events at the library.

John reported that Twin Groves had had heating issues around the same equipment that caused cooling problems earlier in the year. Having promised to close the library if it was unheated, John had had discussions with the mayor about assisting with the cost of repairs. John told the mayor that the county could not pay for upkeep of buildings we do not own, but that he would ask the Friends of the Library to assist if he were given a bill or estimate of costs. John reaffirmed for the mayor that it should not be necessary to go bankrupt trying to pay for a library, or to close a library the city could not afford to repair. The county library system is capable of sustaining the costs of the building. The mayor had asked him to come to a city council meeting to discuss the library's needs but that obligations to speak to Quorum Court subcommittees had prevented it. The next city council meeting is 7PM on December 12th and John encouraged board members to attend if they could.

Jeff Whittingham asked for an update on the Personnel changes sent to the Quorum Court. John had had discussions with members of the Personnel committee about library salaries and that they had cooperated in a salary survey that made some projections for average salaries for comparable counties. John had noted that the numbers had worked from the high-end of salaries paid for those positions and promised a revised spreadsheet taken from low-end salaries, which better reflects entry-level pay for those jobs. John reported that the changes the board had approved had passed the Personnel committee, but had not gone before the Budget Committee. Delays in taking up 2018 budgets led the Budget committee chairman to suggest amending the 2018 budget now and presenting a budget with those changes

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to the Budget committee for consideration. The county clerk had told John the ordinance making the changes still needs to pass the budget committee to satisfy the legislative audit, but did not suggest one thing necessarily had to precede the other. Once it passes the Budget committee, it would go before the full court. Jeff Moncrease reminded the board that as an administrative board the responsibility for salaries resided with them, and the quorum court could either approve or deny them, and historically they have denied them. Jeff mentioned progress in 2016 and 2017 to improve salaries, and correctly assigned that credit to the board. The meeting was adjourned at 8:15 PM

December 21, 2017

Ben Thompson called the monthly meeting of the Faulkner County Library board to order on December 21, 2017, at 5:30PM. Board members Stephanie Vanderslice, Patsy Desaulniers, Jeff Moncrease, Ben Thompson, and Jeff Whittingham were present, as were Suzanne Waggoner, Zack McCannon, and Director John McGraw. Minutes of the November 20 meeting and the were reviewed. Jeff Whittingham moved to approve the minutes. Stephanie seconded the motion, which passed unanimously.

Summary statements of operation were reviewed. There was a call for comments. John noted that the millage had come in at 103% of projections and the numbers had not been updated recently.

Statistics and Programming reports were reviewed. John noted that adult programming numbers had already surpassed 2016 totals.

The bookkeeper's reports were reviewed.

Purchase Orders for October were reviewed. Patsy moved to approve the expenditures. Jeff Whittingham seconded the motion, which was approved. Ben asked about the alarm system. John told of how meetings in the meeting rooms were raucous enough to trigger the glass break detectors, so it was decided to put in a second panel and wire the meeting rooms separate from the rest of the library.

Fines and Donations expenditures were reviewed. Asked about the \$2,000 to Robotics, John explained it was programming money Kara was not going to be able to spend that she wanted to apply to get the Robotics team to its funding goal. Stephanie moved to approve the expenditures. Jeff Moncrease seconded the motion, which passed.

Regional expenses were reviewed. Hoopla was discussed, and John said the service had had a very strong November. Most people using the service were using all three of their monthly borrows.

ComiConway expenditures were reviewed. Patsy moved to approve the expenditures. Stephanie seconded the motion, which was approved.

Old Business:

John reported that the chiller had been delayed. The new install date is after the New Year. John reported he had advised Harrison that bills had to be paid by then, so he had given the matter to the county attorney to draft something that would allow the use of money this year to complete the purchase.

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John reported that Twin Groves had had a city council meeting on December 12th attended by Ben, Stephanie, Jeff Moncrease and Suzann Wagner. Jeff explained his proposal, which is to pay a nominal fee for the building in order to insure that repairs are timely and thorough. The purchase contract would include a clause saying that should we cease to operate a library from the property, the city would have the first opportunity to purchase the property and at the original sale price. A townhall is to present this proposal to the town after the New Year. John promised to present the Friends of the Library with the request to pay for the replacement heat pump at their January meeting.

John asked again for a raise for part-time staff. The issue had been tabled in August during other salary discussions. John proposed raising the wages of minimum wage desk staff to \$9.35 per hour, the same as their full-time colleagues doing the same work. It would add \$8,500 to the part-time payroll line, which the 2018 budget could readily accommodate. Jeff Whittingham moved to raise minimum wage desk staff to \$9.35 per hour. Stephanie seconded the motion. The motion passed with Jeff Moncrease voting against.

New Business:

John asked leave to have a fines and fees holiday on Saturday, December 30th. No money would be rung up in the register for fines or fees on that day. This would allow them to make a deposit late Friday and not mix 2017 and 2018 money. Jeff Moncrease moved to have the fines and fees holiday. Patsy seconded the motion, which was approved.

Janitorial contracts were reviewed. Jeff Whittingham moved to accept the Stanley Janitorial bid for 2018. Jeff Moncrease seconded the motion, which passed.

Groundskeeping contracts were reviewed. Jeff Whittingham moved to accept the Southern Lawn bid for 2018. Jeff Moncrease seconded the motion, which passed.

HVAC contracts were considered. John reported that Gibbs had declined to bid on service again, leaving him with only two bids. Other service providers had been contacted but had not made arrangements to tour the facility or express any interest in doing so. Patsy recommended Mathis as a local company that might provide service. The issue was tabled until at least three bids were obtained.

John circulated a proposal for days closed in 2018. Jeff Whittingham moved to accept the calendar as proposed. Stephanie seconded the motion, which was approved.

John circulated January calendars of events at the library.

John had two service areas for which competitive contracts had never been possible: LRC was proposing increasing rates modestly for delivery service. Wade Company had submitted a bid in line with past years' pricing. Jeff Whittingham moved that both bids be accepted. Stephanie seconded the motion, which was approved.

Everyone thanked Patsy for her service on the board for 5 years.

The meeting was adjourned at 7 PM