

January 23, 2019

Ben Thompson called the monthly meeting of the Faulkner County Library board to order on January 23, 2019, at 5:38PM. Board members Jeff Moncrease, Ben Thompson, Stephanie Vanderslice, and Jeff Whittingham were present, as well as Director John McGraw and Children's Librarian Kara Dyer. Ben asked for nominations to chair the board for 2019. Jeff Moncrease volunteered to chair the board. Lacking other volunteers, Ben suspended nominations and Jeff Moncrease was approved as chairman by acclimation.

Minutes of the December 17 meeting were reviewed. Stephanie moved to approve the minutes. Ben seconded the motion, which passed.

Summary Statements of operations were reviewed. John said December revenue was lower than expected, but the total for the year had reached 108% of projected revenue.

Bookkeeper's reports were reviewed. John noted that both reports showed more revenue than expenditures. Statistics were reviewed. John highlighted annual increases in circulation (mostly due to gains in downloadables), children's programming, cards issued, and computers used. Conway and Mayflower saw higher attendance, all other branches saw decreases, which meant overall attendance matched 2017 totals. Purchase orders were reviewed. Stephanie moved to approve the Purchase Orders. Ben seconded the motion, which passed.

Fines and Donations spending was reviewed. Stephanie moved to approve the Purchase Orders. Ben seconded the motion, which passed.

Old Business:

The 2019 Comiconway Budget was reviewed. The budget projects \$51500 in expenses. Measures to amend the budget were outlined. Ben moved to approve the budget. Stephanie seconded the motion, which passed. The board returned to the bids for custodial work for Conway. Four formal bids were submitted, moving the service to five days per week. Jeff Whittingham moved to accept Trendy's bid. Stephanie seconded the motion, which passed.

The board returned to the bids for lawn service for Conway and Vilonia. Three formal bids were submitted. Ben moved to accept Superior Outdoor's bid. Jeff Whittingham seconded the motion, which passed.

John summarized the events at December budget meetings, where departments' salary requests were replaced with 4% COLA increases for all full-time staff. Departments that had other salary proposals were encouraged to return in January with salary data to back up their proposals, though there is no Budget Committee or committee meetings prior to the January quorum court meeting. The board agreed that this COLA in conjunction with the adjustment of Ordinance 18-17 largely met the board's goals and that the matter could be left there for the time being.

New Business:

John reported he had taken no action on part-time salaries, and was indecisive about how to proceed with part-time salaries generally and the proposed marketing position specifically. Several factors, including two maternity leaves and the possibility of one or two retirements mean staffing shortages on the front desk that can be addressed with additional staff. Jeff Moncrease asked for a job description for the marketing position.

The meeting was adjourned at 7:08 PM

February 19, 2018

Ben Thompson called the monthly meeting of the Faulkner County Library board to order on February 19, 2018, at 5:30PM. Board members Stephanie Vanderslice, Jeff Moncrease, Ben Thompson, and Jeff Whittingham were present, as well as Director John McGraw and Coby Sutton of Harrison Energy. Minutes of the January 24 meeting were reviewed. Jeff Whittingham moved to approve the minutes. Stephanie seconded the motion, which passed.

Summary statements of operation were reviewed. There was a call for comments. John noted that the revenue collection in January was very strong.

Statistics and Programming reports were reviewed. John noted that circulation was up over the prior January, largely on the strength of Overdrive and Conway circulation. Mango also had a very strong month, and will be paid for state-wide by the Arkansas State Library in August, freeing up some money for the Regional system.

The bookkeeper's reports were reviewed. Ben asked about the \$397.41 spending in the miscellaneous line. John promised to investigate. (A gateway patron had written the county a check for \$400 to buy Overdrive titles, which are normally purchased from Regional budgets).

Purchase Orders for October were reviewed. Stephanie moved to approve the expenditures. Jeff Whittingham seconded the motion, which passed.

Fines and Donations expenditures were reviewed. Stephanie moved to approve the expenditures. Jeff Whittingham seconded the motion, which passed.

Old Business:

John reported that Suzann Waggoner's appointment is on the agenda for the February 20 Quorum Court meeting, as is John's annual report.

The Metro Disaster bid for masonry repair in Greenbrier was considered. John reported that over a dozen companies had been contacted about bidding on the job, including some referrals by our insurer. No other bids have come in in the months since the incident. Jeff Whittingham moved that the board accept Metro Disaster's bid and commence repairs. Stephanie seconded the motion, which was approved.

John reported that Twin Groves had replaced the damaged bathroom floor at the library there. John presented the Friends of the Library's response to the request to pay for the replacement heat pump, which stresses the precedent set with Mount Vernon of funding collections and programs rather than facilities and maintenance.

New Business:

John presented a quote for new computers. Most staff computers are at least 3 years old and many others are between 5 and 7 years old. This proposal would replace staff terminals with new machines, and the old staff machines would be wiped to become public terminals. That should improve performance at the branches for staff and public alike, as well as increase the number of machines at Conway and decreasing wait times for machines.

John circulated a policy for telescope lending and documentation on what Laman library had paid for eight telescopes. The issue was tabled.

John reported that they were trying out a pilot program of high demand items called "Lucky Finds." This would be a single copy of high-demand titles at Conway which go out for 1 week, cannot be renewed or put on hold. The hope is to encourage browsing of the collection, rather than placing holds online and never going past the front desk.

John reported he is waiting for an opinion from county attorney David Hogue about what funds can be used for construction, so he has no building budget proposal at this time.

John reported that a DVD inventory had shown a loss rate of 25% and some branches have similar loss rates. Discussions are ongoing about how to get DVDs returned more consistently, as well as considering how service could be improved by altering DVD lending practices.

Patron surveys were distributed.

The meeting was adjourned at 6:49 PM

March 18, 2019

Jeff Moncrease called the monthly meeting of the Faulkner County Library board to order on March 18, 2019, at 5:36PM. Board members Jeff Moncrease, Ben Thompson, and Suzann Waggoner were present, as well as Director John McGraw.

Minutes of the February 18 meeting were reviewed. Ben moved to approve the minutes. Suzann seconded the motion, which passed.

Summary Statements of operations were reviewed. There were no questions or comments.

Bookkeeper's reports were reviewed. John stated the courier budget on the Regional budget had been miscalculated and would be on the agenda of the Regional meeting.

Statistics were reviewed. John said there were sizeable increases in Circulation, downloadables, attendance, program attendance, and new card creation.

Purchase orders were reviewed. Ben moved to approve the Purchase Orders. Suzann seconded the motion, which passed.

Fines and Donations spending was reviewed. Ben moved to approve the Purchase Orders. Suzann seconded the motion, which passed.

Old Business:

The county's stated plan to move purchase orders online had instead become a more paper-intensive process that would require more board visits to sign purchase orders.

Twin Groves is already experiencing wasp problems again and staff are concerned. John reported a brief talk with the new mayor, and an intention of visiting the following night's city council meeting to introduce himself and discuss things further.

New Business:

John circulated a proposal by T-Mobile to circulate internet hotspots. This is being done at several libraries, Laman library in North Little Rock being the closest. The items provide fast and portable internet. They would be leased for roughly \$30 each, which would require a transfer of money from the book budget to the internet or the lease budget. Some libraries charge by the day for use, others only if the item is overdue. The board directed John to get more information from Laman on their program, as well as discuss with T-Mobile whether items could be shut down remotely, as well as the terms of replacing a lost or damaged hotspot.

John circulated four RFID proposals and a spreadsheet that aimed to show where costs varied, as well as the costs of a phased in proposal as well as complete costs. There was a request for more information on how the technology will impact library workflows, and patron experience. John offered to arrange either demonstrations or videos.

The meeting was adjourned at 6:39 PM

April 22, 2019

Jeff Moncrease called the monthly meeting of the Faulkner County Library board to order on April 22, 2019, at 5:36PM. Board members Jeff Moncrease, Ben Thompson, Stephanie Vanderslice, Suzann Waggoner and Jeff Whittingham were present, as well as Director John McGraw.

Minutes of the March 18 meeting were reviewed. Ben moved to approve the minutes. Suzann seconded the motion, which passed with Stephanie abstaining.

Summary Statements of operations were reviewed. John noted that March was a good month for revenue and we are ahead of where we usually are at the end of April.

Bookkeeper's reports were reviewed. Ben asked about the Miscellaneous spending on the Regional account which was not budgeted. John said that was the New York Times and Creative Bug databases. The Regional board agreed after a 2019 budget was passed to pay for these out of carryover and if they were successful they would be budgeted in 2020.

Statistics were reviewed. John said there were sizeable increases in Circulation, downloadables, attendance, program attendance, and new card creation.

Purchase orders were reviewed. Ben moved to approve the Purchase Orders. Jeff Whittingham seconded the motion, which passed.

Fines and Donations spending was reviewed. Stephanie moved to approve the Purchase Orders. Ben seconded the motion, which passed.

Old Business:

Discussion of Mount Vernon was tabled in the absence of branch manager Misty Henry. John pointed out photos of the lot in the supplemental material. John said he would like to pursue a survey of the combined lots. Suzann offered a survey report of the initial acre.

The board considered a proposal from T-Mobile to lend mobile hotspots. John reported on his visit to Laman library and discussion with staff on their lending policies. Jeff Whittingham moved to acquire 30: 15 for Conway and 3 each for the branches. Suzann seconded the motion, which passed. John was directed to draft a policy for the May meeting. John said he would pursue moving money from the book budget, which covers the lending collection, to the utilities line which pays for internet throughout the system.

John discussed the RFID proposals and suggested that the project be refined before asking the county to issue a request for bids. Issues include the need for gates in branches, the need for self-check kiosks in Conway, and the involvement of Van Buren county. John reported he had pursued some demonstrations but had been unable to schedule anything for April, but did have several videos he could share. John pointed out a publication from Tech Logic on RFID in libraries among the supplemental material.

New Business:

The board considered a requested replacement for failing waterfountains in Vilonia, Mayflower, Greenbrier, and Conway. Ben moved to purchase four of the requested fountains. Stephanie seconded the motion, which passed.

John requested three changes to the meeting room policy:

- An explicit statement that groups using the rooms are responsible for setting up and taking down the furnishings they require for their event.
- Only library sponsored or co-sponsored events may involve the sale of items, fundraising activities or solicitation of donations.
- Library sponsored programs and programs of the library's affiliated organizations will be given priority in the reservation of meeting room space. Thereafter, requests are to be considered in the following order:
 - o Agencies of the State of Arkansas or Faulkner County
 - o Community, non-profit, cultural, or civic organizations
 - o City of Conway agencies
 - o All other uses, including individuals or groups whose primary purposes are religious, business, or for-profit entities.

Ben moved to approve the proposed changes to the meeting room policy. Suzann seconded the motion, which was approved.

The meeting was adjourned at 6:39 PM

May 20, 2019

Jeff Moncrease called the monthly meeting of the Faulkner County Library board to order on May 20, 2019, at 5:36PM. Board members Jeff Moncrease, Stephanie Vanderslice, Suzann Waggoner and Jeff Whittingham were present, as well as Director John McGraw.

Minutes of the April 22 meeting were reviewed. Stephanie moved to approve the minutes. Suzann seconded the motion, which passed.

Summary Statements of operations were reviewed. John noted that revenue continues to stay well ahead of past years' collections.

John apologized for the lack of bookkeeper's reports which were unavailable at meeting time. John promised to circulate them as soon as they became ready.

Statistics were reviewed. John said attendance and Circulation are up, downloadables are up 87% over 2018, children's program attendance is also up 87%, and adult programming up 37%.

Purchase orders were reviewed. Suzann moved to approve the Purchase Orders. Stephanie seconded the motion, which passed.

Fines and Donations spending was reviewed. Stephanie moved to approve the Purchase Orders. Jeff Whittingham seconded the motion, which passed.

Old Business:

John discussed the RFID proposals, the primary benefits being speedier check-in and check-out of materials. Inventory would speed up, but that consumes only about ten days per year. The cost of tags is consistent across the four proposals. Gates and staff stations are where costs vary. If the board elects to pursue this in stages, stage one could involve tagging the collection, putting a staff station where existing staff terminals are, and putting gates in Conway alone. One company has an inventory tool that is more robust than the competition's, allowing for pop-up libraries in the future. There was a request to review the spreadsheet of proposal costs at the next meeting.

New Business:

John reported a staff member had requested a review of the board's 2014 policy on staff's children in staff-only spaces. The old policy said no one under 10 were allowed in staff-only spaces. A broad discussion agreed that the policy should encourage volunteerism and place the onus on parents to minimize occurrences and prioritize a professional work environment. John volunteered to draft a policy and Stephanie agreed to give it an edit before submitting it at the June meeting.

John submitted a proposal from B&A to powerwash Greenbrier and the front of Conway libraries. Jeff Whittingham moved to approve the bid. Stephanie seconded the motion, which was approved.

John advised the board that the legislature had recently expanded FOI laws to require the recording of open meetings. The consensus was for audio recordings.

John noted the supplemental material for the first time includes minutes of the recent Friends of the Library meeting. This arose from the board training John commissioned from the state library for the Van Buren county library board.

The meeting was adjourned at 6:39 PM

June 17, 2019

Jeff Moncrease called the monthly meeting of the Faulkner County Library board to order on June 17, 2019, at 5:36PM. Board members Jeff Moncrease, Ben Thompson, and Stephanie Vanderslice were present, as well as Director John McGraw.

Minutes of the May 20 meeting were reviewed. Ben moved to approve the minutes. Stephanie seconded the motion, which passed.

Summary Statements of operations were reviewed. John noted that May revenue exceeded \$500,000, the first time that has happened in a month other than October, which is our strongest month for collections.

Bookkeeper's reports for April and May were reviewed. There was a call for comments.

Statistics were reviewed. John said attendance and Circulation are up. The New York Times database numbers are erratic. John mentioned the library is pursuing digital access to the Arkansas Democrat Gazette, which is ceasing print publication except on Sundays. CreativeBug numbers are erratic even though there is a good amount of promotion.

Purchase orders were reviewed. Stephanie moved to approve the Purchase Orders. Ben seconded the motion, which passed.

Fines and Donations spending was reviewed. Ben moved to approve the Purchase Orders. Stephanie seconded the motion, which passed.

Old Business:

John circulated a draft revision of the policy on staff children in staff-only areas. It lowered the prohibited age from 10 to 5 and emphasized that work demands should take priority over what would be a last resort for a parent. Children in the work place proving to be a disruption or distraction would be asked to find other arrangements. Children of staff volunteering should go through the same procedures as any other volunteers. Staff should insure that visits from family or friends not interfere with the performance of duties during staff shifts. Stephanie moved to approve the policy as presented. Ben seconded the motion, which passed.

There was also discussion about creating a space for breastfeeding in the library. Issues remaining center on finding space convenient for nursing mothers and how to create privacy on demand.

John circulated a draft policy for mobile hotspots. Stipulations were made that there would be no grace period on overdue fines. Ben moved to approve the policy as presented. Stephanie seconded the motion, which passed.

RFID bids were discussed. John proposed that considerable costs were attached to shipping and considerable amounts of maintenance were attached to gates and stations we may no longer consider necessary. John proposed soliciting bids for a stripped-down phase one, to include all the staff stations in Faulkner County currently proposed, but eliminate gates for all locations except Conway, and to exclude Van Buren entirely. That suggestion was accepted by acclamation.

New Business:

John presented a proposal from ICC to make repairs to the soffit and fascia in Vilonia. Stephanie moved to accept ICC's proposal. Ben seconded the motion, which passed.

John reported two complaints about the homeless in the last month. Neither complaint addressed behavior but objected to the presence of the homeless, which has increased of late. John reported that he had spoken with the deputies providing security at the library and no laws are being broken. John felt that the homeless have a strong interest in retaining access to the library and would not do anything to jeopardize that under the scrutiny of security cameras. John said that Bethlehem House and UCA psychology students have been on-site doing needs assessment and referrals to services. Coho was recommended to John as another potential partner in providing homeless patrons with needed services.

John presented two proposals for upgrading audiovisual equipment for the meeting rooms. The board had concerns about timelines and warranties; in addition they asked for references on one of the bidders. Other possible bidders were suggested and John promised to follow up with them.

John provided as supplemental material program calendars for June, minutes of the June Friends of the Faulkner County Libraries meeting, patrons surveys, and a spreadsheet of the costs of the RFID proposals.

The meeting was adjourned at 6:35 PM

July 8, 2019

Ben Thompson called the monthly meeting of the Faulkner County Library board to order on July 8, 2019, at 5:35PM. Board members Jeff Moncrease, Ben Thompson, Suzann Waggoner and Jeff Whittingham were present, as well as Director John McGraw. Also present were Kaye, Dan, and Jeff Clanton; David Allen; Al Skinner of Biblioteca; and Misty Henry, branch manager of Mount Vernon.

The Clantons and Mr. Allen addressed the board in turn, asking that the board establish a curfew, after which the campus must be cleared. No loitering hours should be established and those in violation charged with trespassing.

Mr. Skinner presented the board with RFID pads and demonstrated the speed with which they could process transactions. He provided the board with some calculations of the return on investment of an RFID system. He stated that 6 months in, Garland county has 40% of its circulation going through self-check machines, and in Pulaski county it is near 90%.

Misty spoke to the board about her hopes for a new library. She needs a dedicated program space. At least a half-kitchen would allow some food preparation and a staff breakroom. A USDA feeding program would require a full kitchen. If possible, a larger program room for 30 people and a second holding 15 to 20 people would be ideal. She would like high shelving and windows up high that let in a lot of natural light.

Minutes of the June 17 meeting were reviewed. Jeff moved to approve the minutes. Suzann seconded the motion, which passed.

Summary Statements of operations were reviewed. There was a call for comments. John apologized for not having Bookkeeper's reports ready, but promised to include them next month.

Statistics were reviewed.

Purchase orders were reviewed. Ben moved to approve the Purchase Orders. Suzann seconded the motion, which passed.

Fines and Donations spending was reviewed. Suzann moved to approve the Purchase Orders. Ben seconded the motion, which passed.

Old Business:

John offered to have other RFID vendors at future meetings.

New Business:

John asked that Mayflower close October 11 for some rearrangement of the collection. The request was approved by acclamation.

The board directed John to talk with COHO and other stakeholders about the homeless issue and see what referrals we could make. Also John was directed to investigate the cost of additional security for after-hours events.

Jeff Whittingham moved that we request additional patrols from Conway Police. Suzann seconded the motion, which was approved.

Jeff Moncrease adjourned the meeting at 8:08 PM

August 12, 2019

Stephanie Vanderslice called the monthly meeting of the Faulkner County Library board to order on August 12, 2019, at 5:30PM. Board members Ben Thompson, Stephanie Vanderslice, Suzann Waggoner and Jeff Whittingham were present, as well as Director John McGraw. Also present were Tim Lawson of Tech Logic, Relanda Jones of Superior Janitorial Services, Dawn Jackson, Mike King, Doris Hutchins, Myracle White, and Deanna Dillon.

Minutes of the July 8 meeting were reviewed. Suzann moved to approve the minutes. Jeff seconded the motion, which passed.

Recognizing that many guests were attending due to their interest in the treatment of the homeless at the library, regular order was suspended. John spoke about the directives he received last month: to request additional patrols from the Conway Police Department, investigate the costs of additional security for afterhours events, and to reach out to stakeholders locally to provide the board with additional context. Additional patrols had been requested. In addition, John provided the board with a ten-year report on Conway PD activity at 1900 Tyler. Overwhelmingly, arrests occur during operating hours. Afterhours activity is predominately tickets, presumably from traffic stops pulling into the drive. John pointed out the August calendar in the supplemental material and noted that afterhours events are happening several times a week, and the costs for security would be substantial. Several guests spoke against presuming the homeless are dangerous or ill. The board instructed John to advise them if there were any incidents afterhours.

Mr. Lawson discussed RFID technology and spoke about its impact on workflows. Tech Logic has Bentonville, Fayetteville, and Baxter County as clients. He demonstrated a countertop self-check machine.

John reported that Trendy Cleaning was not providing the service stipulated in the contract. He asked the board to end the contract with Trendy Cleaning and asked them to consider three bids he had received to

clean the library through the end of 2019. Ms. Jones spoke about her company and listed some of her clients. After she left, Jeff Whittingham moved to end the Trendy contract and retain Superior Janitorial through December 2019. Ben seconded the motion, which passed.

Summary Statements of operations were reviewed. There was a call for comments.

Statistics were reviewed. John said children's programming numbers were incomplete but they showed a decrease in attendance over the summer of 2018. Teen programming numbers were up, and overall the library had more visitors than last year checking out more materials than last year.

Bookkeeper's Reports for July and August were reviewed. There was a call for comments.

Purchase orders were reviewed. Ben moved to approve the Purchase Orders. Suzann seconded the motion, which passed.

Fines and Donations spending was reviewed. Some error had created a string of identical charges on deposits for a week in June. Ben moved to table the Purchase Orders until the September meeting. Jeff seconded the motion, which passed.

Suzann moved to adjourn. Jeff seconded the motion at 7:15 PM

September 16, 2019

Jeff Moncrease called the monthly meeting of the Faulkner County Library board to order on September 16, 2019, at 5:30PM. Board members Jeff Moncrease, Ben Thompson, Stephanie Vanderslice, and Jeff Whittingham were present, as well as Director John McGraw. Also present were John Himes of Envisionware.

Minutes of the August 12 meeting were reviewed. Ben moved to approve the minutes. Jeff Whittingham seconded the motion, which passed.

Summary Statements of operations were reviewed. There was a call for comments. John said that revenues were some \$37,000 ahead of the end of September, 2018.

Statistics were reviewed. John said Overdrive numbers for 2019 had already passed 2018 totals.

Bookkeeper's Reports for July and August were reviewed. There was a call for comments. John pointed out the substantial programming funds remaining unspent and reminded that board that Fines and Donations carryover is the fund most applicable to construction of new libraries.

Purchase orders were reviewed. There was a request to see the ComiConway ledger at the next meeting. John demonstrated the Fire tablets that had been purchases for branch use. John reported that the hotspots would go live on the 23rd of September. Ben moved to approve the Purchase Orders. Jeff Whittingham seconded the motion, which passed.

Fines and Donations spending was reviewed. John reminded the board that June expenditures had been tabled in July due to a data entry error. Stephanie moved to approve the June and July expenditures. Jeff Whittingham seconded the motion, which passed.

Regional expenses were renewed. The board asked about the Van Buren county millage election. John said the millage election was thrown out as the county had not submitted the issue to the quorum court as they were required to do. The county judge has offered a ballot issue in March that funds the library, the fire departments, and 911 service from a sales tax reallocation.

Mr. Himes discussed RFID technology and spoke about its impact on workflows. Envisionware has provided Faulkner county with reliable computer reservation and print management software for years. They provide Pulaski county with service and have just added Jefferson county. He demonstrated a countertop self-check machine that offered variable height, font, and contrast to address disabilities. He stated that they have the same gates as Biblioteca. Support costs are 12% of the hardware, roughly \$4546 per year.

John presented a fee schedule from Sowell architects and provided some overview of their initial conversation about the use of the building. The board directed him to speak with some more local architects and get other fee schedules.

John presented a proposal to purchase ten Apple desktops. These would replace the staff terminals at the branches, which are roughly four years old. Those machines would in turn become the branches public computers, replacing machines roughly eight years old. Jeff Whittingham moved to approve the proposal. Stephanie seconded the motion, which passed.

John reported on some issues with travel and conferences this year, with a staff member failing to go to conference and failing to notify administration until it was too late to seek refunds or send someone in their place. The board directed John to seek reimbursement from the staff member and to draft a policy that spells out that staff will be liable for costs if they fail to attend. Some clause must stipulate what constitutes extenuating circumstances and what sort of documentation would be provided for that.

Suzann moved to adjourn. Jeff seconded the motion at 7:15 PM

October 8, 2019

Jeff Moncrease called the monthly meeting of the Faulkner County Library board to order on October 8, 2019, at 5:38PM. Board members Jeff Moncrease, Ben Thompson, Stephanie Vanderslice, and Jeff Whittingham were present, as well as Director John McGraw.

Minutes of the September 16 meeting were reviewed. Ben moved to approve the minutes. Stephanie seconded the motion, which passed.

Summary Statements of operations were reviewed. There was a call for comments. John said that the summary statements show part-time salaries as well within bounds, but he would be contesting that in New Business.

Statistics were reviewed. Jeff Moncrease noted that New York Times numbers were omitted. John reported that they had come in that afternoon and was 68 users for September.

Bookkeeper's Reports for July and August were reviewed. There was a call for comments. John pointed out the substantial programming funds remaining unspent and reminded that board that Fines and Donations carryover is the fund most applicable to construction of new libraries.

Purchase orders were reviewed. Ben moved to approve the Purchase Orders. Stephanie seconded the motion, which passed.

Fines and Donations spending was reviewed. Noting that the oldest transaction was a check written 11 months ago, it was recommended that the library checks contain some expiration date after which the checks will be voided. John observed that the legislative audit had found some Comiconway checks that had never been cashed and advised that they be voided. Stephanie moved to approve the June and July expenditures. Ben seconded the motion, which passed.

Comiconway ledgers were reviewed. The board noted the reconciliation adjustment of the voided checks the legislative audit had found. The board asked about a \$7500 deposit and payment to Kara Dyer. John recounted how Kara had deposited her own money in the Comiconway account by accident and, having verified her account of the mistake, cut a check to her for the amount she intended to deposit in her personal account. Text messages of the entire accident were saved. Ben moved to approve the Comiconway transactions. Stephanie seconded the motion, which passed.

Regional expenses were renewed. John reported that he had asked Van Buren county about paying for their email accounts. Van Buren's board recommended to its Regional board representatives that the Regional board take on the expense of email accounts for both counties. John suggested that the money saved by Faulkner County could be turned toward more hotspots.

Old Business:

The 2020 Millage budget was reviewed. Due to the increase in minimum wage, part-time salaries are increasing to \$10.05. All other budget lines are annualized. The board asked about the 2019 overage and John explained that it was due to having to hire two part-time temps to cover two maternity leaves. Asked if he had planned for emergency staff in 2020, John said he had not. The board recommended adding \$10,000 for emergency staffing. Ben moved to accept the budget as amended. Stephanie seconded the motion. The budget was approved.

New Business:

John presented a payroll spreadsheet that estimates that payroll for part-time staff will be roughly \$10,000 short by year's end, due to the temp workers brought on to cover maternity leaves. Turn-over in full-time positions had resulted in an excess in that budget line. Ben moved to transfer \$15,000 from full-time salaries to part-time salaries. Jeff Whittingham seconded the motion, which was approved.

The board considered the Wade contract for 2020 service. As Wade has no real competitors traditionally other bidders are not pursued. Wade provided much needed upgrades to controllers and interface in the last year and have asked for discussions about upgrading to variable speed fans next year. Jeff Whittingham moved to approve the Wade contract. Stephanie seconded the motion, which was approved.

John reported there are numerous issues with afterhours use of the campus, but they cannot be addressed by making specific policies. One issue of late during operating hours involves unattended personal property obstructing traffic or access to the collection. The policy currently addresses wagons and stollers only. Ben moved to amend the conduct policy to say "personal property may not be left obstructing a corridor, hallway, aisle, entry or exit. "

The meeting was adjourned by acclamation at 6:54 PM.

November 18, 2019

Jeff Moncrease called the monthly meeting of the Faulkner County Library board to order on November 18, 2019, at 5:36PM. Board members Jeff Moncrease, Ben Thompson, Suzann Waggoner, and Jeff Whittingham were present, as well as Susan Dickens and Director John McGraw.

Minutes of the October 8 meeting were reviewed. Suzann moved to approve the minutes. Jeff Whittingham seconded the motion, which passed.

Regular order was suspended and Susan Dickens was invited to address the board. Ms. Dickens read her letter of November 2nd to the chair appealing the Director's decision in a Materials Reconsideration Request. Her letter asks for the removal of Jacob's Room to Choose as well as "other books of this genre". John read the policy that states that the board may form a committee to review the item in question, recommendations of the staff review committee, and the Director's reply to the complainant. The board thanks Ms. Dickens for bringing this matter to their attention and promises to give it thorough deliberation.

RFID bids were considered. Three bids were incompatible for Mac OS X and depend on running RFID through Windows emulators. MK Solutions seems to be the only bidder compatible with OS X. P. V. Supa has proposed writing the software for OS X between awarding the bid and implementation in April or later. The board directed John to pursue references from MK Solutions from libraries using Apple computers. The board directed John to pursue references from P. K. Supa from libraries where they have custom built solutions. The board directed John to confer with the county attorney about contract issues with software in development.

Summary Statements of operations were reviewed. John noted that we are \$60,000 ahead of revenue at the end of November 2018.

Statistics were reviewed.

Bookkeeper's Reports for July and August were reviewed.

Purchase orders were reviewed. Ben moved to approve the Purchase Orders. Jeff Whittingham seconded the motion, which passed.

Fines and Donations spending was reviewed. Ben moved to approve the expenditures. Suzann seconded the motion, which passed.

Comiconway ledgers were reviewed. Jeff Whittingham moved to approve the Comiconway transactions. Ben seconded the motion, which passed.

New Business:

John presented a proposal to replace the chairs and tables in the Children's Room. In addition to the existing age as well as wear and tear on the existing furniture, there were safety issues with the chairs to be eliminated. Jeff Whittingham moved to approve the purchase of the new tables and chairs. Ben seconded the motion, which was approved.

John presented an estimate from Garrett plumbing to address Greenbrier Library issues around a failed iron pipe connecting a restroom to the city sewer system. John noted that Mayflower was reporting issues this week, and if it was a related failure (the buildings being of same age and construction) the repairs may need to be repeated in Mayflower and Vilonia. Ben moved to approve Garrett plumbing to do the work at the estimated cost. Jeff Whittingham seconded the motion, which was approved.

The board returned to the question of the Materials Reconsideration Request. It was decided to meet Tuesday, November 26th, at 5:30PM. John offered to inform Ms. Dickens.

The meeting was adjourned by acclamation at 6:54 PM.

November 26, 2019

Jeff Moncrease called the monthly meeting of the Faulkner County Library board to order on November 18, 2019, at 5:43PM. Board members Jeff Moncrease, Ben Thompson, Stephanie Vanderslice, and Jeff Whittingham were present, as well as Susan Dickens, Children's Programmer Mary Spears Polk and Director John McGraw.

Minutes of the November 18 meeting were reviewed. Ben moved to approve the minutes. Jeff Whittingham seconded the motion, which passed. Stephanie abstained.

Susan Dickens' Reconsideration Request was taken up. Several board members had issues with the characterization of the book in the complaint, and some discussion followed around the plot. The board thanked Ms. Dickens for her interest in our collection and her concern for our patrons. No member of the board expressed willingness to remove the challenged title.

The board took up the issue of representation on the Regional board in 2020. Suzann Waggoner was suggested, so John phoned her and secured her willingness. Stephanie moved that Jeff Whittingham serve a second and final year, and Suzann come on for two years. Ben seconded the motion, which passed.

New Business:

Lawn service bids were taken up. Requesting bids online had resulted in eleven bids, the lowest of which was Superior Lawn. Jeff Whittingham moved to accept the Superior Lawn bid. Stephanie seconded the motion, which passed.

John asked that the board's decision on the Reconsideration Request be clarified in the form of a motion. Ben moved that Jacob's Room To Choose not be removed from circulation. Stephanie seconded the motion, which passed.

The meeting was adjourned by acclamation at 6:18 PM.

December 16, 2019

Ben Thompson called the monthly meeting of the Faulkner County Library board to order on December 16, 2019, at 5:45PM. Board members Ben Thompson, Stephanie Vanderslice, Suzann Waggoner, and Jeff Whittingham were present, as well as Relaunda Jones, Children's Librarian Kara Dyer and Director John McGraw.

Minutes of the November 26 meeting were reviewed. Suzann moved to approve the minutes. Stephanie seconded the motion, which passed.

Regular order was suspended and Kara Dyer was invited to address the board. Kara provided statistics as well as the A&P report on ComiConway 2019. Approximately 4772 attendees over three days. The event cost \$51,499 and brought in \$51,011 in income. Kara presented a 2020 budget that shifts money from advertising to guests, hired help, and venue rental but largely follows 2019 budgeting. Jeff moved to accept the 2020 budget as presented. Stephanie seconded the motion, which passed.

Custodial bids were considered. The judge's office had handled the bidding process for the first time and two bids were submitted. The low bid was from Relaunda Jones' Superior Janitorial, the current service provider. Jeff moved to accept the Superior Janitorial bid for 2020 custodial service. Stephanie seconded the motion, which passed.

Summary Statements of operations were reviewed. John noted that 2019 collections had reached 2018 totals already.

Statistics were reviewed. John noted that 2019 circulation had reached 2018 totals, largely on the growth of downloadables. Downloadable numbers are 38% higher than last November, and 63% for the year over the same period last year.

Bookkeeper's Reports were reviewed.

Purchase orders were reviewed. Ben asked about "Southern Janitorial" on page 15. John stated that was a typo that should read "Superior Janitorial". Suzann moved to approve the Purchase Orders as amended. Stephanie seconded the motion, which passed.

Fines and Donations spending was reviewed. Stephanie moved to approve the expenditures. Suzann seconded the motion, which passed.

Comiconway ledgers were reviewed. Stephanie moved to approve the Comiconway transactions. Suzann seconded the motion, which passed.

Regional expenditures and income were reviewed.

Old Business:

Fee schedules for three architects were considered for a future Mount Vernon library. On the basis of work done on the Central Baptist College library, Jeff Whittingham moved to select Liz Hamilton and H&N Architects to design the branch. Stephanie seconded the motion, which passed.

RFID bids were considered. Two bids were compatible for Mac OS X: MK Solutions and P. V. Supa. Both are untested in the marketplace and the references the board directed John to gather were not wholly informative for the project at hand. The P. V. Supa bid is considerably lower than the MK Solutions bid. Jeff moved to accept the P. V. Supa bid. Stephanie seconded the motion, which passed.

New Business:

John circulated a schedule of holiday closures. John suggested that the consensus among staff was that they would prefer to work the day after Thanksgiving and get December 26th (a Saturday) off. Stephanie moved to accept this amended schedule of closures. Jeff seconded the motion, which passed.

The board considered the 2020 Fines and Donation budget. John reported that it followed the 2019 budget, but adjusted the amount of interest accrued based on actual 2019 numbers. Suzann moved to approve the Fines and Donation budget as presented. Stephanie seconded the motion, which passed.

John suggested the board enter executive session to discuss two recent job vacancies and an upcoming retirement. Jeff moved that the board enter executive session to consider these three positions. Suzann seconded the motion, which passed.

The board returned from executive action and took no action on the positions discussed.

John highlighted the contents of the supplementary material: patron surveys, minutes of the Friends of the Library meeting, a letter from the Friends of the Library to Judge Baker supporting Ben Thompson for another term on the board, Hoopla Year-to-Date statistics, and hotspot year-to-date statistics.

The meeting was adjourned by acclamation at 6:57 PM.