

Van Buren County Library Board Meeting
January 15th 2020

A regular meeting of the Van Buren County Library Board was called to order at 4:11 p.m. in the community room of the library. Presiding Officer was Chairman – Phillip Ellis. A quorum was present, including the following members: Kristy Eastridge, Stephanie Treece and Kelly Tester. Also, in attendance were FOL vice-president David Jeffries, and VBC Librarian- Andrea Singleton.

Andrea Singleton made a role call and all board members were present.

The minutes from the December 11th board meeting were read. Stephanie made a motion to accept the minutes as stated and Kristy seconded that motion and the December minutes passed.

Financial Report: For the month of December **Damascus** library attendance was 165, checked out items were 383 new library cards were 0, deposits were \$24.75 leaving a balance of \$3702.07 in the discretionary account. **Clinton's** attendance was 3780 checked out items were 3915, 27 new library cards, balance in the discretionary account was \$58,396.62 and the balance in the mill tax fund was \$482,223.15. Law library balance was \$26,430.80. . Chairman Philip asked for any questions or comments in regards to financials. There was a lot of discussion about which parts was the typical monthly mileage and what part were the gas and oil settlements. It was also mentioned that the county is taking 2% of all money that comes in for receiving over and over. Stephanie motioned to accept the financials and Kristy seconded that motion.

Old Business:

Volunteer Packets:

Andrea reminded board members that the rough draft was in their email to look over and make any suggestions on edits or additions. All members admitted they had not reviewed the details yet and postponed for later discussion

New Board Member Ideas:

Andrea announced that there had been a few calls that suggested we propose the position to David Emmerling who is a very involved patron. Much discussion was had in regards to his past experience and willingness as well as how he would benefit the board. Kristy moved to nominate David as a board member and Kelly seconded the motion and it passed. Andrea stated she would be in touch with David in regards to next steps.

New Business:

Payment Status/budget change discussion:

Andrea announced that she had spoken with Judge Dale James this same day and that he had told her that at this point a full payment would be made and that he himself would be hand delivering it on Friday.

Election thoughts and propositions on ways to rally supporters:

We discussed possibly providing transportation to poll sites. We discussed the legalities and that we ourselves cannot promote the tax while on the clock at the library nor post signs etc. We all talked about working together with the other entities that stand to gain from this tax.

Vacation? I will be out Jan 16th and the 21st-23rd: I informed the board of days I would be out and we assigned that John would be point of contact if anyone needed anything.

Children's Workshop: I informed the board of the state library Children's workshop that is upcoming and asked for a second signature on the check so that we could send two candidates.

Andrea presented the upcoming events the library will be hosting.

Adjournment: With no further business the meeting was adjourned at 5:06 P.M. with a motion from Kelly and a second from Kristy.

FYI: The next board meeting will be February 12th at 4pm.

Respectfully submitted:

Andrea Singleton

VBC Librarian

Phillip Ellis, Chairman



Van Buren County Library Board Meeting
February 12th 2020

A regular meeting of the Van Buren County Library Board was called to order at 4:07 p.m. in the community room of the library. Presiding Officer was Chairman – Phillip Ellis. A quorum was present, including the following members: Kristy Eastridge, and Kelly Tester. Also, in attendance were FOL President David Jeffries and Vice President Heidi Kotte; County Judge Dale James, County Clerk Pam Bradford, and Justice of the Peace Nikki Brown, ; Dixie Carter with KGFL, and fellow community member Wes Binyon. Regional Library Director John McGraw and VBC Librarian Andrea Singleton were also present.

Andrea Singleton made a role call and all board members were present. Other members present announced themselves.

The minutes from the January 15th board meeting were read. Kelly made a motion to accept the minutes as stated and Kristy seconded that motion and the January minutes passed.

Financial Report: For the month of January **Damascus** library attendance was 474, checked out items were 321 new library cards were 18, deposits were \$150.90 leaving a balance of \$3794.60 in the discretionary account. **Clinton's** attendance was 4041 checked out items were 4196,37 new library cards, balance in the discretionary account was \$59,294.47 and the balance in the mill tax fund was \$145,031.37. **Law library** balance was \$25,992.83. . Chairman Philip asked for any questions or comments in regards to financials. There were no comments. Kelly motioned to accept the financials and Kristy seconded that motion.

Old Business:

Payment Made:

Andrea reported that the full building payment had been made and had posted through the account.

Flyer Distribution and Discussions:

Andrea discussed what they had been doing within the library to promote the tax. Volunteers were handing out fliers, fliers has been sent to all three papers and both the past county Judge as well as the FOL president have volunteered to do more promotion as needed.

New Business:

New Board Member Name Submitted to QC:

Andrea announced that the new board elected member, David Emmerling, would be back in the country soon so we needed to get the resolution in to the QC to have the official vote in. Judge Dale James replied that just letting them know the name was all that he needed and that they would take care of it at the next QC date which was Feb. 20th. Judge James asked that the correct name spelling be sent to County Clerk so that it was free and clear of error, Andrea stated she would get that to them immediately.

Feb 17th mandatory staff training for the region:

Andrea announced that we were having mandatory staff training that is related to our new system switches and that since it was a stated holiday that full time staff are paid for she will be giving 8 hours of comp time to those who are part time in replacement for working this day.

March 11th Board Trustee Training:

Andrea reminded the board that they would all need to attend the board training that would occur March 11th at 4pm directly before the next board meeting. Andrea as well as Phillip invited JP Nikki, Judge James and Clerk Pam to attend stating that it would cover laws and guidelines on what each of those members as well as our board and library director is directly responsible for.

Andrea presented the upcoming events the library will be hosting.

Adjournment: With no further business the meeting was adjourned at 5:00 P.M. with a motion from Kelly and a second from Kristy.

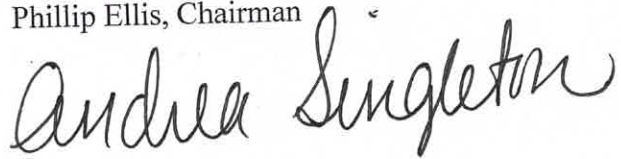
FYI: The next board meeting will be March 11th at 4pm.

Respectfully submitted:

Andrea Singleton

VBC Librarian

Phillip Ellis, Chairman

A handwritten signature in cursive script that reads "Andrea Singleton". The signature is written in black ink and is positioned below the typed name and titles.

Minutes for March 11, 2020.

Philip Ellis called the monthly meeting of the Van Buren county library board to order on March 11, 2020, at 5PM. Board members Kristy Eastridge, Phillip Ellis, David Emmerling, Stephanie Treece, and Kelly Tester were present, as well as Justice Nicki Brown, county judge Dale James, Friends of the Library president David Jeffries, Friends of the Library vice-president Heidi Kottke, and Cheryl Schluterman from Arvest Bank.

Minutes of the February 12 meeting were reviewed. Stephanie moved to approve the minutes. Kelly seconded the motion, which passed.

Regular order was suspended and Judge James was given the floor. The judge introduced Cheryl Schluterman, who spoke to the board about the climate for debt service at this time.

Phillip welcomed David Emmerling to the board. David introduced himself and spoke of his belief in the library's mission. Judge James administered the oath.

Statistics were discussed. There was a call for comments. Millage revenues were discussed relative to the same period last year.

The Budget Detail Report was considered. David moved to approve the expenditures. Stephanie seconded the motion, which passed.

Old Business

Board training provided by the Arkansas State library prior to the meeting was discussed. John suggested the board get fcl.org email accounts for handling board business, which might be helpful in future FOIA requests. Per Andrea's request, emails had migrated to the Regional budget beginning in 2020. John suggested the board direct its Regional board representatives to seek a budget adjustment for 5 more email accounts for the Van Buren board. David moved that the Regional representatives seek this change at the next Regional meeting. Stephanie seconded the motion, which passed.

John mentioned that the orientation had not mentioned, but the training packet covered annual evaluations of the director. John reminded the board that last year bylaws had been discussed but not pursued. John suggested that the Faulkner county board bylaws would be a good start.

John reported that training on the new system had been extensive and the go-live date was the next day, March 12. The catalog would be the biggest improvement from users' point of view. The board requested some review of the new features of the new system, and some training on the online collections available. John promised to provide that.

New business

Election results and election processes were discussed.

There was discussion as to whether discretionary funds or Friends of the Library funds could pay for staff appreciation or staff bonuses. John was adamant that public funds could not be used, as he had received warnings from legislative audit on this matter. David Jeffries said it was a question the Friends officers had discussed.

Andrea reported that grants applied for included: Walmart, Dollar General and Methodist Women's.

Kelly moved that the board go into executive session to discuss Andrea's salary.

David seconded the motion.

When the regular session reconvened, Stephanie moved to adjourn. Kelly seconded the motion. The meeting adjourned at 7:30PM.

