

**Faulkner County
Library Board
Minutes
2020**

January 27, 2020

Ben Thompson called the monthly meeting of the Faulkner County Library board to order on January 27, 2020, at 5:30PM. Board members Ben Thompson, Stephanie Vanderslice, Suzann Waggoner, and Jeff Whittingham were present, as well as Director John McGraw.

Minutes of the December 16 meeting were reviewed. Jeff moved to approve the minutes. Suzann seconded the motion, which passed.

Regular order was suspended and there was a call for nominations to chair the board in 2020. Jeff Whittingham nominated Jeff Moncrease to continue for another year. Suzann seconded the motion, which was approved. In Jeff's absence, Ben continued to chair the meeting.

Summary Statements of operations were reviewed. John noted that 2020 collections were already coming in stronger than usual. The statement of expenses was not yet final. Jeff asked about some complaints he had seen about unannounced and expensive changes in the medical coverage. John said that a couple staff had discovered some significant changes in coverage and only after asking HR about it had changes been announced. Furthermore, there seems to be some confusion as to whether these might have been billing errors by the health care providers. The company had recently changed names and there may well be some chaos in paying claims. The choice of insurer had not been the libraries, and in fact costs had risen 27% this year, which had made raises impossible, which in turn had created more complaining than the insurance changes had. The Quorum Court had asked the county administrator if the coverage had been bid out and were told that it had not been. The library is entirely powerless in the selection of insurance providers or the coverage we get.

Statistics were reviewed. John highlighted 2019 saw higher circulation--entirely due to vast growth in downloadables--and programming--entirely due to gains in children's programming. Numbers in Mayflower were down considerably over the previous year, while 1000 Books Before Kindergarten had boosted Vilonia's numbers. In addition to the usual statistics, the January packet includes an annual report that shows card holders, collection sizes and circulation at each location..

Bookkeeper's Reports were reviewed. John noted that all programmers were far under budget for the year, giving the Fines and Donations account more roll-over. It was observed that Fines far exceeded projections, but John suggested that a pair of Regional Reimbursements had been mistakenly coded as regular deposits, as that underage matches the Fines overage.

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

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

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

Regional expenditures and income were reviewed.

Old Business:

Numerous issues had arisen with the water fountains approved previously. The bottle-filling model was far more expensive than originally understood, but also the bottle-filling model was incompatible with the branches, unless we were committed to doing electrical work and sheetrock work at all three locations. So ultimately the cost outlay would be somewhat under what was originally planned.

New Business:

John presented a bill from Harrison to effect repairs during the Christmas weekend. John reported discussing HVAC service with Commercial Air in Little Rock. Stephanie moved to pay the Harrison bill. Jeff seconded the motion, which was approved.

John circulated a draft of a notary policy. We now have notaries in two branches as well as Conway, and a few points are needed to define what we can and cannot do. Jeff moved to accept the policy as presented. Stephanie seconded the motion, which was approved.

John circulated a quote from Innerplan to expand the children's picture book shelving to four-high ranges, as well as expand DVD shelving to a third wall of the DVD room. Suzann moved to approve the shelving order. Jeff seconded the motion, which was approved.

The meeting was adjourned by acclamation at 6:49 PM.

February 17, 2020

Jeff Moncrease called the monthly meeting of the Faulkner County Library board to order on February 17, 2020, at 5:30PM. Board members Jeff Moncrease, Ben Thompson, Stephanie Vanderslice, Suzann Waggoner, and Jeff Whittingham were present, as well as Director John McGraw.

Minutes of the January 27 meeting were reviewed. Ben moved to approve the minutes. Jeff seconded the motion, which passed.

Summary Statements of operations were reviewed. John noted that January revenues were unusually high, perhaps related to December being unusually low.

Statistics were reviewed. John reported that attendance was up, largely due to higher numbers in Conway.

Bookkeeper's Reports were reviewed. There was a question about the Symphony line on the Regional budget. John explained that this is the new ILS, largely paid for already except for a few add-ons like text messaging which will improve service but are less important than configuring the new system in a tight timeframe.

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

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

Regional expenditures and income were reviewed.

Old Business:

December expenditures for full-time salaries had run negative and money that had been transferred from full-time to part-time salaries would be moved back. As neither the county clerk nor the director had anticipated this when the transfer was made, they would confer on how this was overlooked.

New Business:

John presented a water heater bill from Hurst plumbing. The water heater servicing the public restrooms had failed. As the heater is very inaccessible in the mechanical room, and the condition of the pipe from the heater being deteriorated, the costs had run above \$1000. Jeff Whittingham moved to approve the expenditure. Suzann seconded the motion, which passed.

John presented a DVD display system requested by Vilonia and Mount Vernon. Vilonia requested a countertop display and Mount Vernon the freestanding display. This should create added space and added security for those collections. Jeff observed that the storage units were not included in the quote. John asked to proceed with the existing equipment and follow-up with the storage drawers. Jeff Whittingham moved to purchase the quoted systems and budget \$4400 toward the storage drawers. Stephanie seconded the motion, which passed.

The meeting was adjourned by acclamation at 6.45 PM.

April 1, 2020

Jeff Whittingham called the special meeting of the Faulkner County Library board to order on April 1, 2020, at 5:35PM. Via Zoom, board members Ben Thompson, Stephanie Vanderslice, and Jeff Whittingham were present, as well as Assistant Director Judy Lovell, Circulation Manager Jen Beritich, Children's Programmer Mary Polk Spears, Garden Programmer Zack McCannon, and Director John McGraw.

The board took up a proposal from Neighbors First to provide two Porta-potties and a handwashing station at the library. There were discussions about placement and cost. There was a discussion about the county policy on social distancing. Jeff moved to not accept the proposal before the library has reopened to the public. Stephanie seconded the motion, which passed.

Jeff asked how staffing and operations were going during the closure, and what effect closure had on payroll. John reported that curbside service was doing brisk business, and phone volume was high (in large part due to the transition to the new ILS on March 12). Branches were exploring curbside service, with Vilonia likely starting soon. All staff were being paid, as per the special leave policy adopted by the quorum court. More staff might be activated if RFID tags became available

earlier than planned, up to 5 teams of 2. Part-time staff were being compensated for the average of their hours from the previous two pay periods.

John asked whether the board wished to continue to exercise their duty to sign off on all checks and purchase orders, or if they wished to authorize the director to approve them during the quarantine period. Jeff moved to authorize the director to approve expenditures during the quarantine period. Ben seconded the motion, which was approved.

The meeting adjourned by acclamation at 6:00PM.

April 8, 2020

Jeff Whittingham called the special meeting of the Faulkner County Library board to order on April 8, 2020, at 6PM. Via Zoom, board members Ben Thompson, Stephanie Vanderslice, and Jeff Whittingham were present, as well as Director John McGraw.

The board moved into executive session to discuss personnel issues at one of the branch libraries involving a branch manager.

The board emerged from executive session offering no motions.

The meeting ended by acclamation at 6:45PM

April 20, 2020

Jeff Moncrease called the monthly meeting of the Faulkner County Library board to order on April 20, 2020, at 5:40PM. Board members Jeff Moncrease and Suzann Waggoner were present, as well as Director John McGraw. Joining the Zoom meeting remotely were board members Ben Thompson, Stephanie Vanderslice, and Jeff Whittingham; Dawn Jackson, Judy Lovell, Zack McCannon, Landon Henigan and others too numerous to count.

Minutes of the April 1 & April 8 meeting were reviewed. Ben moved to approve the minutes. Suzann seconded the motion, which passed.

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

Statistics were reviewed. John reported that curbside service was growing in popularity, with an average of 42 pickups per day and over 100 calls. The library instituted an online card registration and 109 online cards had already been issued.

Bookkeeper's Reports were reviewed. John reported that the state had cut roughly 11% of the final quarterly check on Regional funds. There was no clear indication of what library funding would like like when the state begins its new budget year on July 1.

Purchase orders were reviewed. John reported RFID had been paid in full. He hopes that tags could be sent soon to begin tagging the collection while we are closed, but all of the materials were in California, ready to travel but not moving. There were questions about the water fountains. John reported the bottle filling fountains had not been amenable to the way the branches were built, so they received replacements like their original fountains. Bottle filling fountains were installed in Conway. Jeff moved to approve the Purchase Orders as presented. Stephanie seconded the motion, which passed.

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

Regional expenditures and income were reviewed. Jeff Whittingham asked about Van Buren county library. John reported that county edicts were requiring staff to work full shifts or not be paid, so they had actually extended hours to days they had been closed, and were offering curbside service.

Old Business:

Dawn Jackson spoke in favor of the porta-potty proposal the board had considered previously. Questions were raised about a code issue with the city and the possibility that the PUD with the city would have to be amended to allow it on the library grounds. There were claims made about drug paraphenalia being left behind by the homeless. John reminded the board that they had not voted to allow the proposal to go forward after county agencies reopened, but rather to not allow it before grounds reopened. The chairman asked for followup on the drug paraphenalia claims.

Parliamentary procedure was discussed: John said that they could reopen the question with a four-fifths vote, but if they did not want to do anything at present, nothing was required to move on.

New Business:

John reported that the primary finding from the legislative audit concerned gift cards used as prizes at ComiConway. This was to be expected, as that finding had been made in the previous audit AFTER the practice had been done at the 2018 ComiConway. However, now it appeared that the practice could continue provided the dispersal was as documented as other payments are.

John reported that staff continue to be paid while we are closed. Vilonia was about to begin curbside service twice per week. If RFID materials arrived, that could provide work for 5 teams of 2 people tagging the collection. Jeff Whittingham moved to double the Hoopla budget for May by matching the Regional funds with county book funds. Stephanie seconded the motion, which passed.

Hotspots were discussed. Hotspots are the only items not being auto-renewed, and were still much in demand. Suzann moved to acquire 10 more hotspots. Jeff Whittingham seconded the motion, which passed.

The meeting adjourned at 6:46.

May 18, 2020

Stephanie Vanderslice called the monthly meeting of the Faulkner County Library board to order on April 20, 2020, at 5:37PM. Board member Suzann Waggoner joined by phone. Joining the Zoom meeting remotely were board members Ben Thompson, Stephanie Vanderslice, and Jeff Whittingham; , as well as Director John McGraw, branch managers Trudy Smith, Shelia Finch, and Misty Henry; Systems Administrator Deanna Dillon; Children's Programmer Mary Polk; and Envisionware's Peton Neilson.

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

Summary Statements of operations were reviewed. There was a call for comments. John noted that 2020 Revenues were ahead of previous years. John noted that the courthouse had recoded the RFID expenses leading to a shortage of funds in office supplies and software, which would need to be corrected by budget amendments at a future meeting when totals were more certain.

Statistics were reviewed. John reported that curbside service was growing in popularity, with an average of 43 pickups per day and 94 calls. The library instituted an online card registration and 109 online cards had already been issued.

Bookkeeper's Reports were reviewed. Ben asked if Overdrive spending should be at 45%. John said that that reflected the \$12,000 platform fee and content commitment to the Arkansas Digital Library Consortium, plus the monthly spending for the first third of the year.

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

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

Regional expenditures and income were reviewed.

Old Business:

John provided a COVID19 update. Curbside service has now expanded to three locations. The county attorney has given his blessing to require masks on patrons, as well as masks and gloves on staff in public areas. Screens for public service desks are coming. The first of several for Conway arrived earlier that day. One phase of reopening Conway might be allowing access to some computers, broadly distributed throughout the library, but keeping the stacks closed. Patrons would request material from the front desk and staff would pull books upon request. Fayetteville Public has just reopened and is not allowing patrons to linger: they come in for books which they then leave with.

Branches are another concern, as they are essentially single room structures. Screens might be viable for Vilonia, Greenbrier, and Mayflower, where the desk serves as a barrier to the staff-only area. How branches reopen will depend upon consultation with branch managers.

Ben made a motion to require patrons entering the library wear masks. Jeff Whittingham seconded the motion, which passed.

New Business:

The board considered three proposals from Envisionware, with explanatory information provided by Peton Neilson of Envisionware.

John explained that a daily need for mobile printing was felt, and during closure it seems to be even more important. John had spoken with vendors at the Public Libraries Association conference about it, and had been approached by our copiers vendor with a proposal. Envisionware had a better price and was very likely to work in an environment already running Envisionware products successfully.

During those discussions, other Envisionware products were discussed that matched Faulkner County's needs and goals. Every year the legislative audit takes issue with the number of people ringing up transactions and the granularity of detail about transactions. Envisionware's register seems to provide needed amounts of documentation of transactions while also making it possible to take forms of payment long available to any other government agency.

Finally, Conway is the only location not checking out laptops or tablets and we recognize the need to move away from dependence on desktop computing. A tablet station would provide a needed supplement that could service adults as well as kids.

Asked about annual costs for the tablet station, Peton indicated it would be \$1500. Asked about expansion, Peton said there are 3-tablet stations and 6-tablet stations. Stations can be networked. Asked about people leaving with tablets, Peton explained that the device becomes inoperable if removed from the premises.

John mentioned that Peton had offered some discounts for purchasing multiple products. Peton offered to waive installation costs and provide a free year of mobile printing, a savings of \$2700. Ben moved to purchase the mobile printing, a 6-tablet station, and the cash register. Jeff seconded the motion, which passed.

There being no other business, Jeff moved to adjourn. Ben seconded the motion and the board voted to adjourn at 6:20PM.

The meeting adjourned at 6:46.

June 15, 2020

Jeff Moncrease called the monthly meeting of the Faulkner County Library board to order on April 20, 2020, at 5:38PM. Joining the Zoom meeting remotely were board members Ben Thompson, Stephanie Vanderslice, and Jeff Whittingham; , as well as Director John McGraw, branch managers Shelia Finch, and Misty Henry; Systems Administrator Deanna Dillon; and Circulation Manager Jen Beretiech;

Minutes of the May 18 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 noted that 2020 Revenues were ahead of previous years. John noted that the RFID tags and water fountain expenses had created deficits in two supply budget lines, which would need to be corrected by budget amendments.

Bookkeeper's Reports were reviewed. Ben asked about Miscellaneous spending under Fines and Donations. John explained that the Friends of the Library secretary had been in ICU and now rehab for COVID19 and we had paid some Friends of the Library bills that were due and expect to be repaid for those expenses.

Statistics were reviewed. John reported that curbside service continues growing, with May ahead of April numbers, and June averaging higher than May thus far. Video storytimes continue to do very well. Kanopy is having issues authenticating cards and we have not been happy with the communication with Kanopy as we await a resolution. Overdrive is actually declining in use, and ebook spending has recently been determined to be taxable, so that will cut into the number of titles we can purchase.

Purchase orders were reviewed. Jeff asked if more hotspots had been acquired, John said they had not. Stephanie moved to approve the Purchase Orders as presented. Jeff Whittingham seconded the motion, which passed.

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

Regional expenditures were reviewed. It was asked what had happened at the last Regional meeting. John said he couldn't recall anything beyond discussing COVID-related closure and how that impacts Summer Reading and downloadable content, but he would forward the minutes around.

Old Business:

There was no old business.

New Business:

John reported that county administrator Tom Anderson called Friday to ask about reopening plans. John presented two plans:

(1)Continue as is for another month providing curbside service to patrons, due to the disruption that RFID tagging creates for patrons who would like to browse the collection. Reopen meeting rooms to the state police to administer driving tests and to the census to train Numerators. End furloughs for staff and get as much tagging done as possible in June and July.

(2)Reopen in a limited capacity with a host of restrictions including but not limited to requiring masks to enter, time limits for being in the building, and limiting the number of people in the building at one time. Issues with this option include training staff for door work, finding a software solution that tracks occupancy and time limits, and the need for disposable masks for patrons lacking them. The board directed John to approach the county about PPE grants that might provide masks, thermometers, and sanitizer, as well as discuss what other county offices are doing. No

motions were made and the issue will be revisited in July with the hope that reopening might occur in some fashion on August 1.

John asked the board to amend the 2020 budget to redirect Improvement funds to the budget lines the county had recoded expenses. RFID tags totaling \$32,000 had been paid out of General Supplies, and water fountains totaling \$8,000 had been paid out of Plumbing and Electrical. Jeff Whittingham moved to transfer funds from the Buildings and Improvements line to cover these costs. Ben seconded the motion, which passed.

There being no other business, Jeff moved to adjourn. Ben seconded the motion and the board voted to adjourn at 6:14PM.

July 20, 2020

Jeff Moncrease called the monthly meeting of the Faulkner County Library board to order on July 20, 2020, at 5:38PM in the main library. Suzann Waggoner and Director John McGraw joined him. Joining the Zoom meeting remotely were board members Stephanie Vanderslice, and Jeff Whittingham; , as well as Assistant Director Judy Lovell; branch managers Shelia Finch, and Misty Henry; Systems Administrator Deanna Dillon; and Children's librarians Kara Dyer and Mary Spears Polk.

Minutes of the June 15 meeting were reviewed. Suzann 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 noted that 2020 Revenues were ahead of previous years. John reported that the budget amendments approved last month had been approved by the Budget committee and go to the full Quorum Court the next day.

Bookkeeper's Reports were reviewed.

Statistics were reviewed. John reported that curbside service continues growing, with June ahead of May numbers, and July averaging higher than June thus far. Jeff Moncrease asked if all locations were doing curbside now, and John replied that they are.

Purchase orders were reviewed. Asked about the Innerplan payment for shelving, John said that covered the new children's shelving and DVD shelving. Jeff Whittingham moved to approve the Purchase Orders as presented. Suzann seconded the motion, which passed.

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

Regional expenditures were reviewed.

Old Business:

COVID related closures were discussed. Kara discussed the difficulties of holding ComiConway under the restrictions imposed by the Expo Center, plus the uncertainties of getting guests, vendors, and attendees to come. Asked about sunk costs, Kara said that a \$1000 deposit to the Expo Center was it. While generally agreeing with her that cancellation seemed prudent, the board decided by acclamation that the decision is Kara's and the board would support her.

John outlined the number of staff awaiting test results, as well as the larger number of staff in quarantine due to exposure to those staff awaiting tests. Misty confirmed one of her staff had just tested positive. She said remaining staff would be tested the next day and a cleaner would be tasked with cleaning the building.

John reviewed the progress of peer libraries in reopening. The board, satisfied with services currently being provided and mindful of the increasing number of cases of COVID, took no action to further reopen the library.

New Business:

John requested flattening the rate for faxes in advance of a new cash register arriving. Currently the first page is \$1 and subsequent pages are \$0.50 each. Stephanie moved to charge \$0.50 per page for faxes. Jeff Whittingham seconded the motion, which passed.

John mentioned that Van Buren county was moving to reopen its meeting room with a \$25 cleaning fee. The board took no action on the proposal, preferring to keep meeting rooms closed to the public for the time being.

The board considered three bids for a site survey of the Mount Vernon property. The architect had given all three bidders the same brief and said there was nothing to recommend one over the other. The board was attracted to the detail in the Tyler bid. Suzann moved to accept the Tyler bid. Stephanie seconded the motion, which passed.

John presented a proposal from a Ussery Construction to serve as project manager for the construction of a Mount Vernon library. The board discussed the merits of hiring a Mount Vernon firm to manage a Mount Vernon project, but considered that bids should be taken. John was also tasked with discussing project management with the architect and the county administrator before bids are solicited.

There being no other business, Jeff moved to adjourn. Stephanie seconded the motion and the board voted to adjourn at 6:23 PM.

August 17, 2020

Jeff Moncrease called the monthly meeting of the Faulkner County Library board to order on August 17, 2020, at 5:37PM in the main library with Director John McGraw joined him. Joining the Zoom meeting remotely were board members Ben Thompson, Stephanie Vanderslice, and Jeff Whittingham, as well as Circulation Manager Jen Berittech, branch manager Shelia Finch, and Systems Administrator Deanna Dillon.

Minutes of the July 20 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 noted that 2020 Revenues were ahead of previous years.

Bookkeeper's Reports were reviewed. John confirmed that some costs would be reimbursed by the Friends of the Library.

Statistics were reviewed. John reported that curbside service continues growing, with July ahead of June numbers, though August was at present behind July numbers. Circulation numbers at some locations were more than half what they had been when the buildings were open. Checked out items were being auto-renewed and those renewal numbers were folded into Conway's numbers.

Purchase orders were reviewed. Asked about masks, John reported that there were about 110 of the branded masks, which he hoped Friends of the library would ultimately pay for. In addition, there are a number of the disposable masks. Jeff Whittingham moved to approve the Purchase Orders as presented. Ben seconded the motion, which passed.

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

Regional expenditures were reviewed. John mentioned that the August Regional expenses would reflect a dramatic increase in the cost of OCLC, which the state library had subsidized in the past. The continued purchase was necessary both for good cataloging and for Interlibrary Loan.

Old Business:

COVID related closures were discussed. John reported that the state police had cancelled their plan to resume testing on August 31, deeming the danger to be too high. At present the meeting room is being used by the census to train workers. Voting is anticipated, but no other groups are planned to use the rooms.

Jeff Moncrease expressed the need to use this time to make improvements that will encourage social distancing when the library reopens. There was discussion of easily cleaned chairs and the need to speak with electricians about getting electricity wherever there was seating.

The board, satisfied with services currently being provided and mindful of the increasing number of cases of COVID, took no action to further reopen the library.

New Business:

The board considered a salary proposal for full-time staff in 2021. It gives \$1/hour to all staff earning less than \$11. For most of the rest of the staff, the increase is a 3% cost of living increase. The exception concerns one of two retirements: Jen Berittech will take over for Nancy Allen, and Christopher Bowen will take over for for Jen Berittech. Bowen's new salary reflects a starting salary for circulation manager, and his replacement would see a starting salary somewhat higher than the people that person supervises. Ben moved to endorse the salary proposal as presented. Jeff Whittingham seconded the proposal. John said he would also pursue a title change with the Personnel committee, with the retirement of Vicki Hamblin, her replacement would not be "library assistant" but "assistant technical processor". This would better reflect the duties of the position and make the duties of the library assistants far less broad.

John described the beginnings of a plan in conjunction with Taggart Architects. The plan would describe a path around the edge of the Conway library property which would be the subject of grants to be sought in 2021.

John introduced the painting bids for the Greenbrier location. Noting that the bids were not remotely close, and noting that Vilonia and Mayflower were also seeking bids to do identical work in identical buildings, John suggested waiting for other bids and exploring one bidder to do all three locations. This was approved by acclamation and no action was taken on the Greenbrier bids.

John provided an update on Mount Vernon. The surveyors approved last month had run into issues doing the topographical work due to the height of the foliage. A bushhogging quote was being pursued.

There being no other business, Jeff moved to adjourn. Ben seconded the motion and the board voted to adjourn at 6:11 PM.

September 21, 2020

Jeff Moncrease called the monthly meeting of the Faulkner County Library board to order on September 21, 2020, at 5:32PM in the main library with board member Suzann Waggoner and Director John McGraw joined him. Joining the Zoom meeting remotely were board members Ben Thompson, Stephanie Vanderslice, and Jeff Whittingham, as well as Circulation Manager Jen Beritech, Assistant Circulation manager Christopher Bowen, branch manager Shelia Finch, Children's Librarian Kara Dyer, Children's Programmer Mary Spears Polk, and Systems Administrator Deanna Dillon.

Minutes of the August 17 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 noted that 2020 Revenues were ahead of previous years.

Bookkeeper's Reports were reviewed.

Statistics were reviewed.

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

Fines and Donations spending was reviewed. Ben asked after the payment to Creative Solutions. John said that was for the masks, which Friends of the Library had agreed to repay. Ben moved to approve the expenditures. Jeff Whittingham seconded the motion, which passed.

Regional expenditures were missing. John promised to send the Regional expenses around via email immediately.

Old Business:

Kara discussed a virtual Comiconway and some of the real-life events that could be incorporated. She requested permission to spend \$5,000 towards shirts to sale and other sundry promotional and event materials. Stephanie moved to approve \$5,000 in spending toward hosting a virtual ComiConway. Jeff Whittingham seconded the motion, which passed.

COVID related closures were discussed. John reported that Lonoke and White counties were beginning limited reopenings, as is the Mid-Arkansas Regional system. With RFID encoding behind us, we could begin a limited reopening that includes

- limits on the number of patrons in a location at one time.
- limits on the time a patron can spend inside during a visit.
- mask requirements for patrons school-age and up.
- screenings upon entry.
- tasking staff with cleaning computer stations and expediting browsers.

John said the beginning of the month would be a good target, though it may take up to two weeks to get the computers ready, per Deanna. Jeff moved to authorize John to pursue a limited reopening around the beginning of October. Ben seconded the motion, which passed.

John reported that the salary proposal for 2021 was not taken to the quorum court on advice of the County Clerk, who argued that the changes do not take place until 2021 and can be pursued in the annual budget process.

Painting bids for Greenbrier were again considered. Jeff Whittingham moved to accept the low bid from Norman. Ben seconded the motion, which was approved.

New Business:

John relayed the bid from Centech to bushhog the library lot in Mount Vernon and mulch the saplings growing all over. John explained that the bid had been pushed out to others, but no other bids had come in. Ben moved to accept Centech's proposal to do the work for \$2500. Jeff Whittingham seconded the motion, which passed.

The service contract for Harrison Energy was taken up. The library had gotten two years of free service in conjunction with the chiller bid in 2017, and that service contract needed to be re-affirmed. Jeff Whittingham moved to approve the Harrison service contract. Stephanie seconded the motion, which passed.

John discussed a number of personnel changes, including two resignations of full-time staff in Conway and the Assistant Manager position in Greenbrier. There are also two part-time positions in Conway vacant. As reopening would be labor intensive, John would begin trying to fill all the Conway positions. Loretta is already talking to staff interested in transferring to Greenbrier.

There being no other business, Jeff moved to adjourn. Ben seconded the motion and the board voted to adjourn at 6:21 PM.

October 19, 2020

Stephanie Vanderslice called the monthly meeting of the Faulkner County Library board to order on September 21, 2020, at 5:34PM in the main library with board member Suzann Waggoner and Director John McGraw joined him. Joining the Zoom meeting were board members Ben Thompson, Suzann Waggoner, and Jeff Whittingham, as well as Director John McGraw, Circulation Manager Jen Berittech, Systems Administrator Deanna Dillon, branch manager Shelia Finch, Garden Programmer Zack McCannon, Children's Programmer Mary Spears Polk, Meredith Davies of Taggart Architects, and Tanner Weeks of the Ecological Design Group.

Minutes of the September 21 meeting were reviewed. Suzann moved to approve the minutes. Ben seconded the motion, which passed.

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

Bookkeeper's Reports were reviewed. John noted that the amount paid by the state to the Regional system decreased from quarterly payments made in the state's prior fiscal year.

Statistics were reviewed. John reported that roughly 100 people were visiting each day for curbside service.

Purchase orders were reviewed. Jeff asked about newspaper ads and the alternatives for promotion. Ben moved to approve the Purchase Orders as presented. Jeff seconded the motion, which passed.

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

Regional expenditures were reviewed.

Old Business:

Tanner Weeks addressed the board. He outlined the past work EDG has done with the Children's Library in Little Rock, the Hendrix preserve in Conway, and others to integrate use of the land with water management among other priorities. EDG had met with John and Zack after they decided a trails grant needed a master plan to contextualize it. A range of zones and uses for the acreage behind the Conway library were described in brief.

Ben asked what would be needed to move forward. John replied that the first step would be a Fines and Donations budget for 2021 that would balance expenditures on the Mount Vernon library, programming, and developing the back acreage for programming against decimation of revenue from fines and fees due to the pandemic. John promised to have a draft budget for November.

John spoke about reopening. The branches have reported no problems. Conway had lost most of a Saturday shift to quarantine while one staff member awaits test results. The Conway plan is

working, but it is labor intensive. The need to fill two vacant part-time positions is there, but half of the interview team is in quarantine.

New Business:

John reported that the county would not require custodial contracts be bid out for 2021 if the library was satisfied with the service. John reported being very happy with the service, and submitted a contract renewing Superior Janitorial for another year. The service would be the same rate, but they were going to be assessing taxes this year, increasing the total by \$200 per month. Jeff moved to accept Superior's contract as presented. Suzann seconded the motion, which passed.

John circulated the proposed Regional budget for 2021. Notable changes are a decrease in state aid to the Region, and the much higher cost to access OCLC for cataloging and Interlibrary Loan. The budget shows a deficit of \$6369, but John noted that less than a quarter of the Kanopy budget had been used, and even if Kanopy doubled in use in 2021 the remainder would still cover the deficit. John asked the board to direct comments on the Regional budget to the Regional board members before their October 28 meeting.

There being no other business, Ben moved to adjourn. Suzann seconded the motion and the board voted to adjourn at 6:47 PM.

November 19, 2020

Jeff Moncrease called the monthly meeting of the Faulkner County Library board to order on November 19, 2020, at 5:34PM. Joining the Zoom meeting were board members Jeff Moncrease, Ben Thompson, Stephanie Vanderslice, Suzann Waggoner, and Jeff Whittingham, as well as Director John McGraw and Systems Administrator Deanna Dillon.

Minutes of the October 19 meeting were reviewed. Ben moved to approve the minutes. Suzann seconded the motion, which passed.

Summary Statements of operations were reviewed. John was asked about the overage in budget lines 3102 (Software) and 4004 (Machinery & Equipment). John responded that these were overages due to RFID implementation. The money was budgeted in (3018) and as long as neither the 3000s subgroup or 4000s subgroup were in the black it would not be necessary to move money from 3018 to 3102 or 4004.

Bookkeeper's Reports were reviewed. John noted that we had almost of month of revenue in Fines and Donations to make estimates on how we can budget for programming in 2021.

Statistics were reviewed. John reported that roughly 110 people were visiting and another 28 used curbside each day on average, though voting drove a lot of that traffic.

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

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

Regional expenditures were reviewed.

Old Business:

John provided an update on RFID installation. Gates were to be installed this week, taking two days at least. Pads and software are scheduled for December 1.

New Business:

John presented the Wade contract for 2021. Wade has serviced the building since it was built, and has discussed the next renovation project might include variable speed air handlers. Jeff Whittingham moved to accept the Wade contract. Stephanie seconded the motion, which passed.

John presented two replacement bookdrops that would fit the space of the failing one. Jeff Whittingham moved to purchase the Kingsley model. Stephanie seconded the motion, which passed.

John reported that the Mount Vernon lot had been cleared that afternoon, so the architect would be getting a topographic scan soon.

John reported that Stephanie Vanderslice agreed to stand for a second term on the board. The county would announce the imminent vacancy on December 1 and Stephanie would be able to apply then.

John noted that Jeff Whittingham had concluded his service to the Regional board. Ben Thompson volunteered to serve beginning in January.

John reported that given the number of people out in Conway due to illness, and the labor intensive structure of operating in the current limited basis, it is necessary to seek three part-time workers to round out shifts.

There being no other business, Ben moved to adjourn. Suzann seconded the motion and the board voted to adjourn at 6:23 PM.

December 21, 2020

Jeff Moncrease called the monthly meeting of the Faulkner County Library board to order on December 21, 2020, at 5:36PM. Joining the Zoom meeting were board members Jeff Moncrease, Ben Thompson, Stephanie Vanderslice, and Jeff Whittingham, as well as Director John McGraw.

Minutes of the November 19 meeting were reviewed. Ben moved to approve the minutes. Stephanie seconded the motion, which passed.

Summary Statements of operations were reviewed.

Bookkeeper's Reports were reviewed.

Statistics were reviewed.

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

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

Regional expenditures were reviewed.

Old Business:

John provided an update on RFID installation. Gates and self-check machines were working. RFID pads at the desk continue to have software issues which are being addressed.

New Business:

John presented a budget for Fines and Donations for 2021. John explained that he felt an obligation to present a balanced budget, but said that his preference and the preference of the programmers, was to keep expenditure lines at 2020 levels. The carry-over is equal to four years of spending, but the carry-over is also discretionary money for construction, which can be matched by millage carry-over. So every dollar spent from the carry-over was \$2 lost for construction spending. Jeff Whittingham moved to keep 2021 expenses at 2020 levels. Ben seconded the motion, which passed.

John presented a slate of closing dates for 2021. He noted the high number of weekend holidays in 2021 and noted that the county was adding days such as July 5th off as a paid holiday. Ben moved to approve the slate. Stephanie seconded the motion. Jeff Whittingham moved to add July 5th. Stephanie seconded the amendment, which passed. The slate as amended was approved unanimously.

John presented lawn contracts for 2021 with Superior Outdoor. John noted that the cost was increased slightly, but that Superior had underbid everyone last year by a considerable margin, and had provided excellent service. Jeff Whittingham moved to approve the Superior Outdoor contract. Ben seconded the motion, which passed.

John presented a draft policy on absenteeism. Recently when there had been an issue with absenteeism, it was discovered the county no longer had a blanket policy on absenteeism, and it was up to individual departments to draft their own. The present policy was built from policies in place at peer libraries in Arkansas. Jeff Moncrease expressed concerns about the third paragraph, which offered supervisors discretion to excuse absences. He asked to see Director review added to that. John promised to present a revision next month.

Finally, John proposed ending the library's use of off-duty deputies to provide security. Most of those the library had employed had moved on to other jobs, and there were questions about how much return the library receives on the investment. For the cost of the deputies, another part-time staff member could be employed. Better training in de-escalation and conflict resolution, as well as more oversight would give staff control over code of conduct violations, and Conway Police are quick to respond when called. Jeff Moncrease said he would like to see a plan of action for the training. John said he would try to have that ready at the next meeting.

There was discussion about the next meeting and the consensus was to have it on the usual Monday, even though it will be Martin Luther King Jr. Day.

There being no other business, Ben moved to adjourn. Jeff seconded the motion and the board voted to adjourn at 6:30 PM.