

January 18, 2021

Jeff Moncrease called the monthly meeting of the Faulkner County Library board to order on January 18, 2021, at 5:45PM. Joining the Zoom meeting were board members Jeff Moncrease, Ben Thompson, Stephanie Vanderslice, Suzann Waggoner and Jeff Whittingham, as well as Director John McGraw.

John offered that this would be a good time to decide who would chair meetings in 2021 and make any other procedural changes that are necessary. Stephanie volunteered to chair meetings. No other candidates were offered and Stephanie was approved by acclamation.

Minutes of the December 19 meeting were reviewed. Suzann moved to approve the minutes. Jeff Moncrease seconded the motion, which passed.

Summary Statements of operations were reviewed. John noted that revenue was below average every month from July through December, except October, which contributes the greatest share of millage collection.

Bookkeeper's Reports were reviewed.

Statistics were reviewed. Online circulation increased slightly for the year. Expected shifts to downloadables during the pandemic hadn't occurred. John reported that the Arkansas Digital Library Consortium had a 10-month trial of some 3,000 magazines, with the hope that a narrower slate of high-circulating titles might be revealed when the consortium is asked to pay for titles late in 2021.

Purchase orders were reviewed. Jeff Moncrease 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. Jeff Whittingham seconded the motion, which passed.

Regional expenditures were reviewed. John reported that the first Regional meeting was to be an in-person meeting in Clinton on the 27th.

Old Business:

John presented a revised absenteeism policy with a larger role for the director in approving excused absences. Jeff Moncrease clarified that he had not asked for a larger role for the director in the policy, but as a matter of procedure checking in with branch managers to insure consistency. Jeff Moncrease moved to amend the presented policy to remove revisions presented since the December meeting. Suzann seconded the motion, which was approved. Jeff Whittingham moved to approve the absentee policy as amended. Jeff Moncrease seconded the motion, which was approved.

John presented training opportunities for staff that would lessen the need for deputies providing security. As library security was not a policy as much as a procedure, no official action was taken, but the board supported the decision to move library security responsibilities back to library staff.

New Business:

John reported that the workhorse book-cover machine has broken and needs replacing. It has saved the library many tens of thousands of dollars and is well worth the replacement cost. Jeff Whittingham moved to replace the book-cover machine. Ben seconded the motion, which was approved.

Jeff Whittingham asked for an update on RFID implementation. John reported that the issue with the desk stations remains unresolved. There had been issues with Sirsi-Dynix getting access to P. V. Supa, and issues with the coders working out of Finland creating communication lags.

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

February 22, 2021

Stephanie Vanderslice called the monthly meeting of the Faulkner County Library board to order on February 22, 2021, at 5:32PM. Joining the Zoom meeting were board members Ben Thompson, Stephanie Vanderslice, Suzann Waggoner and Jeff Whittingham, as well as Jen Beritich, Ashlan Pruett, Ellen Scroggins, and Director John McGraw.

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

Summary Statements of operations were reviewed. John noted that projected revenue for 2021 was 11% lower than 2020, a loss of some \$200,000 that will mean big changes in 2022.

Bookkeeper's Reports were reviewed. John explained the oversized spending in the Regional account on Overdrive as the platform fee for the entire year.

Statistics were reviewed. Online kids' programs and garden programs had huge audiences.

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

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

Regional expenditures were reviewed. John reported that the first Regional meeting was to be an in-person meeting in Clinton on the 24th.

Old Business:

RFID implementation is getting very close, but has had a series of delays including the weather.

New Business:

John presented a proposal from Harrison to add Needlepoint bipolar ionization units to air handlers in Conway, Greenbrier, Mayflower, and Vilonia. The units have a history in hospitals addressing odors and airborne bacteria. They also kill most of the airborne viruses and mold. Ben asked about throat irritation, a side-effect a client had mentioned some years prior. John promised to get confirmation that this was not a known side-effect of this technology. Jeff Whittingham moved to approve the proposal for the four libraries. Ben seconded the motion, which passed. John promised to pursue whether this technology was compatible with HVAC units servicing Twin Groves and Mount Vernon, and committed to pursuing installation there with the respective cities' blessing.

John asked the board to consider representation to the Regional board. The Van Buren county library board voted to amend section 1 to extend membership to three board members from each county. This was decided to be an improvement and the board endorsed this position to its Regional representatives.

Kara Dyer presented a budget for 2021 Comiconway. She outlined where she was adjusting spending in this year compared to 2019, and reviewed the successes of 2020 which might be carried forward to a live event. Ben moved to accept the budget as presented. Jeff seconded the motion, which passed.

There being no other business, Ben moved to adjourn. Jeff seconded the motion and the board voted to adjourn at 6:09 PM.

March 15, 2021

Stephanie Vanderslice called the monthly meeting of the Faulkner County Library board to order on March 15, 2021, at 5:42PM. Joining the Zoom meeting were board members Jeff Moncrease, Stephanie Vanderslice, Suzann Waggoner and Jeff Whittingham, as well as Director John McGraw.

Minutes of the February 22 meeting were reviewed. Suzann moved to approve the minutes. Jeff Moncrease seconded the motion, which passed.

Summary Statements of operations were reviewed. John noted that revenue for February was below average.

Bookkeeper's Reports were reviewed.

Statistics were reviewed. The state library had provided guidance on counting views for programs available on social media. Also errors had been found in the circulation statistics, so those numbers are provisional.

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

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

Regional expenditures were reviewed. John reported that the February 24 Regional board meeting had approved amending the bylaws and membership was now constituted by three board members from each county. Jeff Moncrease's name had been mentioned at the February meeting, though no vote occurred. Jeff Moncrease accepted the nomination.

Old Business:

The branches have reopened to brief visits along the guidelines used last fall. Conway reopens on the 22nd.

New Business:

John had no new business ready for the board. Several items needing their attention had not been realized in quotes for pricing.

There being no other business, Jeff Moncrease moved to adjourn. Suzann seconded the motion and the board voted to adjourn at 6:06 PM.

April 19, 2021

Stephanie Vanderslice called the monthly meeting of the Faulkner County Library board to order on April 19, 2021, at 5:35PM. 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 more than a dozen members of the community and library staff.

Minutes of the March 15 meeting were reviewed. Ben moved to approve the minutes. Suzann seconded the motion, which passed.

Summary Statements of operations were reviewed. John noted that revenue was matching collections in 2020, though the projections for an 11% decline this year.

Bookkeeper's Reports were reviewed. Ben asked about Garden programming expenses going past yearly totals so early. John noted that a line had been created for Garden income which received and then spent most of that money as a pass-through. The Friends of the Library had agreed to purchase picnic tables for the back garden, structured specifically as a reimbursement to the library's purchase of said tables.

Statistics were reviewed.

Purchase orders had not been circulated with other financial reports. John sent the list around immediately and rescheduled their review for the May meeting.

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

Regional expenditures were reviewed. John reported that the next Regional meeting is April 28.

Old Business:

COVID restrictions were reviewed. John reported Conway is prepared to reopen to 7PM and would like to do that every weeknight. Sundays present a challenge to schedule, and Saturday numbers do not suggest there would be much traffic on Sundays. Mask mandates will remain in place, but temperature checks and screening questions are likely helping very little. Meeting rooms are ready to reopen, but a new calendar is needed to track reservations and work on that continues.

New Business:

John had no new business ready for the board. Several items needing their attention had not been realized in quotes for pricing.

There being no other business, Jeff Moncrease moved to adjourn. Suzann seconded the motion and the board voted to adjourn at 6:06 PM.

May 17, 2021

Jeff Moncrease called the monthly meeting of the Faulkner County Library board to order on May 17, 2021, at 5:29PM. In attendance were board members Jeff Moncrease, Ben Thompson, Suzann Waggoner and Jeff Whittingham, as well as Director John McGraw, Childrens Services Librarian Kara Dyer, Circulation Manager Jen Berittech, and Systems Administrator Deanna Dillon.

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

Summary Statements of operations were reviewed. John said that despite projections of 11% decline, 2021 revenue is ahead of 2020 and May has already been the most profitable ever.

Bookkeeper's Reports were reviewed. Ben asked about "miscellaneous" spending on Fines and Donations. John reported that it was promotional materials including Vaccine Passports, glow-in-the-dark pencils, and cups. Pencils and cups are part of summer reading club give-aways.

Statistics were reviewed. April saw gains in attendance, but libraries remain far from where they were before COVID. The board asked for a summary of current restrictions. John reported that screening questions, temperature checks, and time limits have ended. Masks remain a requirement until July, when state law forbidding mandates takes effect.

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

Fines and Donations spending was reviewed. Suzann asked about reopening meeting rooms to the public. John reported that a new calendar is being finalized which will give the public greater transparency as to where meetings are being held. There was a question about \$4400 to Treetop Products. That was a pass-through of a contribution from the Friends of the Library to purchase picnic tables for the back garden. A Garden Programming Income line was created for those funds. This will allow more programming for all ages in the garden. Ben moved to approve the expenditures. Suzann seconded the motion, which passed.

Regional expenditures were reviewed. John reported that the next Regional meeting is May 26.

Old Business:

There was a call for any old business.

New Business:

The future of Comiconway after Kara Dyer's resignation was discussed. Kara Dyer expressed a desire to continue as-is but under a structure where she works remotely and handles the financial decisions. John said the two options for such an arrangement would be part-time employment or contract work. Part-time employment would allow for financial decisions about county money, but would be less structured as to what amount would be paid in the course of preparing for and executing a convention.

The board received assurances that Comiconway would only happen as a library event. There seemed to be little interest in the part-time employment option, and the board requested a time budget and project budget in order to discuss compensation. They requested that someone shadow Kara going forward and transition to that person leading the program going forward. John invited the board to a going-away party for Kara and a belated retirement party for Nancy Allen on Friday, May 28th, from noon to 2PM. The Mayflower staff have requested that they be allowed to close to attend. The board approved that request by acclamation.

John discussed Personnel changes. Kara Dyer has submitted her resignation. Mary Spears will take over as Children's Services Librarian. She will maintain her current duties and take on some of Kara's. Responsibility for teen programming will be spun off to a new position. To cover for the summer, the library has hired two part-time workers, one of whom has experience with teen programming. Another full-time worker is taking a lengthy paid medical leave this summer. As a result, the library has filled three part-time vacancies open since pandemic-closure.

John discussed the ARPA grants being distributed to libraries. The primary proposals are to bring Projectors and sound to meeting rooms and the stage area, as well as to purchase a vehicle to do outreach, programming, and pop-up libraries. Remaining funds might go to making curbside service more secure through programmable lockers. These proposals met with board approval.

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

June 28, 2021

Stephanie Vanderslice called the monthly meeting of the Faulkner County Library board to order on May 17, 2021, at 5:30PM. In attendance were board members Jeff Moncrease, Ben Thompson, Stephanie Vanderslice, Suzann Waggoner and Jeff Whittingham, as well as Director John McGraw, and some 180 members of the general public whose names went unrecorded.

Normal order was suspended and the public was invited to address the board for up to two minutes. Some twenty people rose to speak in favor of Pride month programming. A majority of the crowd seemed to applaud for the speakers. The crowd was invited to stay for the agenda items and regular order resumed.

Minutes of the May 17 meeting were reviewed. Suzann moved to approve the minutes. Jeff Whittingham seconded the motion, which passed. Stephanie abstained.

Summary Statements of operations were reviewed. John said that 2021 revenue is ahead projections.

Bookkeeper's Reports were reviewed. Ben asked about Symphony spending exceeding the budget line. John attributed this to the Authority Control data clean-up authorized at the last Regional board meeting. This would identify and consolidate multiple entries for the same author or same subject and improve the searchability of the catalog.

Statistics were reviewed. Numbers continue climbing but are still far below "normal" traffic. Several programs have had huge turn-outs and the seed library is seeing heavy usage.

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

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

Regional expenditures were reviewed. John reported that the next Regional meeting is July 28th.

Old Business:

Ellen Goff introduced herself to the board and discussed where Comi-Conway planning was at. Guests are being booked. Team meetings have begun, with much of the team from past years taking part this year. Some gaps remain to be filled. John recommended that some of those gaps might be filled if the library was closed on Saturday, November 13th. Jeff Wittingham moved to close the library on November 13th. Jeff Moncrease seconded the motion, which passed.

Jeff Whittingham asked for an update on the ARPA grant. John reported that the application had been submitted for almost the total allowance: \$40,000 for audiovisual upgrades to the meeting rooms and stage area, and \$44,000 for a vehicle. The approval is expected the first week of July, and the money begins to arrive in late July.

New Business:

John introduced a proposal from Coney Doors to install security measures to the staff door at the Conway library. A brief summary of issues with the door were related. Jeff Whittingham moved to approve the improvements. Jeff Moncrease seconded the motion, which passed.

John introduced a proposal from the Trent group to survey the acreage north of the library where a trail is being considered. Trent had been selected for the Mount Vernon survey after taking a number of bids. A survey would be necessary before any trail work could begin. Jeff Whittingham moved to approve Trent's proposal. Suzann seconded the motion, which passed.

John introduced a proposal from GNT Tree Service to trim trees obstructing parking or driving in the lot, as well as trim back trees impacting the building. Ben moved to accept the proposal. Jeff Whittingham seconded the motion, which passed.

There being no other business, Ben moved to adjourn and the board voted to adjourn at 7:13 PM.

August 16, 2021

Stephanie Vanderslice called the monthly meeting of the Faulkner County Library board to order on August 16, 2021, at 5:39PM. In attendance via Zoom were board members Jeff Moncrease, Stephanie Vanderslice, Suzann Waggoner and Jeff Whittingham, as well as Director John McGraw.

Minutes of the July 19 meeting were reviewed. Jeff Moncrease moved to approve the minutes. Jeff Whittingham seconded the motion, which passed. Stephanie abstained from voting.

Summary Statements of operations were reviewed.

Bookkeeper's Reports were reviewed. John reported that a step was discovered between the collection of online fees in the catalog and the transfer of funds to the Regional account. Future bookkeeper reports would show income, with the August report covering the period since automatic renewals were ended when the library reopened to the public.

Statistics were reviewed. 3800 Children attended programs in July, 487 adults and 501 teens attended programs. Numbers were very close to June totals. Branches saw some successes, with Greenbrier in particular having large crowds.

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

Fines and Donations spending was reviewed. John noted that the first half of the ARPA money had been deposited. Jeff Moncrease moved to approve the expenditures. Suzann seconded the motion, which passed.

Regional expenditures were reviewed. John reported that the July Regional meeting was rescheduled to August 25th in Clinton. Due to requests for a Zoom meeting, John will not be offering shuttle service.

Old Business:

There was a call for Old Business.

New Business:

John presented a proposal from the programmers for equipment to better livestream and record programming. The State library has stated that if the ARPA spending for the vehicle comes in under budget, the budget could be amended to absorb these costs. Jeff Moncrease moved to approve the expenditure. Jeff Whittingham seconded the motion, which passed.

John reported that Zack McCannon has given notice and his resignation is effective on the 27th. His assistant Erica Lunde will be taking his place. Interviews have not yet begun for the Teen Programmer position due to delays.

There being no other business, Jeff Whittingham moved to adjourn and the board voted to adjourn at 6:46 PM.

September 20, 2021

Ben Thompson called the monthly meeting of the Faulkner County Library board to order on September 20, 2021, at 5:41PM. In attendace were board members Ben Thompson and Suzann Waggoner, as well as Adult Programmer Ellen Scroggins, Network Administrator Deanna Dillon, and Director John McGraw. Joining via Zoom were board member Jeff Whittingham, as well as Children's Librarian Mary Spears, Circulation Manager Jen Berittech, Assistant Circulation Manager Christopher Bowen, and Communico representatives Brad Doss and Anthony Moreno.

Minutes of the August 16 meeting were reviewed. Ben noted it referenced an upcoming July 28th Regional board meeting, which should be the August 25th meeting which failed to happen

for lack of a quorum. Jeff Whittingham moved to approve the minutes as amended. Suzann seconded the motion, which passed.

Regular order was suspended and New Business was taken up. Brad Doss and Anthony Moreno presented Communico's Broadcast, Attend, and Reserve software packages. Broadcast will allow every screen to become a slideshow of graphics or short videos of upcoming or ongoing events, as well as library services. Recorded or live programs can be broadcast to other locations, allowing an expansion of programming to the branches. Each location's screens can be customized to that location. Attend will better manage program logistics and remind attendees of events they wish to attend. Reserve will give some management of meeting rooms in Conway, allowing patrons to claim spaces more easily and avoiding overbooking and double-booking. Reserve is priced roughly the same as the current software, which has not been well received. John recommended purchasing the three services. Jeff Whittingham moved to approve the purchase. Suzann seconded the motion, which passed.

John presented an invoice for the repair of Greenbrier sprinkler system. At the request of Master Gardeners, repairs on the pipelines were pursued. When that was complete, the electrical system was found to be unusable, raising the cost to a level requiring board approval. Jeff Whittingham moved to approve the purchase. Suzann seconded the motion, which passed.

Summary Statements of operations were reviewed. John noted that revenue continues coming in at the same pace as last year.

Bookkeeper's Reports were reviewed. John reported that a step was discovered between the collection of online fees in the catalog and the transfer of funds to the Regional account. Income for August represents the entire year thus far. John reported that the extra county funds pumped into Hoopla in April and May of 2020 had finally been spent, as the service continues to grow in popularity. At the same time, Kanopy finally spent the \$6000 budgeted in January of 2020. John spent \$2000 of the \$11000 budgeted for Kanopy to continue the service through 2021. He moved \$3500 of Kanopy funds to Hoopla to handle the traffic that service is now seeing. The digital statistic will demonstrate the growth of both services in the last 20 months.

Statistics were reviewed. Downloadables are almost on par with checkouts in Conway, which has not recovered to pre-COVID levels.

Purchase orders were reviewed. There were questions about a Roku purchased with a staff credit card. Jeff Whittingham moved to approve the expenditures. Suzann seconded the motion, which passed.

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

Regional expenditures were reviewed.

Old Business:

Ellen presented ideas for a month-long virtual ComiConway, as opposed to an in-person event. There were questions about the lack of guests under contract, the lack of vendors under contract, and the lack of progress on shirts for this year. Revised budgets were not prepared, and there was concern about the time between the October board meeting and the beginning of a virtual event beginning November 1. John expressed concern about having money to pay for a future in-person event after two years of virtual conventions unless spending was reduced to meet projections of reduced income. There were suggestions for a cosplay contest similar to Friday night ComiConway events from years past, and book bundles are prepared as give-aways for the entire month. Jeff moved to cancel ComiConway as a large-scale event this year. Suzann seconded the motion, which passed.

The twice-rescheduled Regional board meeting is set for September 29th. This will be another Zoom meeting.

There being no other business, Jeff Whittingham moved to adjourn and the board voted to adjourn at 7:05 PM.

October 18th, 2021

Ben Thompson called the monthly meeting of the Faulkner County Library board to order on October 18th, 2021, at 5:32PM. In attendance were board members Ben Thompson, Suzann Waggoner, Jeff Whittingham, and Jeff Moncrease, as well as Director John McGraw, Network Administrator DeAnna Dillon, and Assistant Circulation Manager Christopher Bowen. Joining via Zoom were Assistant Director Judy Lovell and Circulation Manager Jenny Beritich.

Minutes of the September 20th meeting were reviewed. Jeff Wittingham moved to approve the minutes. Suzann Waggoner seconded the motion, which passed.

Summary Statements of Operations were reviewed. John noted that revenue for September was on track. The first part of the ARPA grant, Installation of audio/visual equipment in the Stage, Storytime Room, and Children's Room is complete. We are waiting for funding for the second part. The bidding for the Library mobile may be ready by next month.

Bookkeeper's Reports were reviewed. John reported that the Programmers have begun to meet every two weeks to discuss upcoming programs. All programmers were well below their budgets for the year. John noted that the 211.34% increase for the Fines and Donations line was due to an entry error of Regional Reimbursement Checks. John noted that the Regional Board budget meeting is scheduled for October 27th, via Zoom. John expressed uncertainty as to why the State

Aid account was no longer accruing interest, but stated that he had contacted Centennial Bank to investigate.

Statistical Reports and Programming were reviewed. Children's Programming had incredibly high attendance and participation for the month of September. Digital checkouts are on track to surpass physical checkouts in Conway in the near future

Purchase Orders were reviewed. John stated that the board-approved sprinklers and electric staff door were reflected here. Jeff Wittingham moved to approve the Purchase Order. Suzann Waggoner seconded the motion, which passed.

Fines and Donations spending was reviewed. John noted that the payment to Jasmine Aquino was for the fence mural on the west side of the property, and that another artist had expressed interest in also doing a mural on the fence. Jeff Moncrease moved to approve the Fines and Donations spending. Suzann Waggoner seconded the motion, which passed.

Old Business

Jeff Whittingham asked for an update on the Mount Vernon designs. Liz Hamilton of H&N met with John McGraw and Mount Vernon staff to present a new rendering of the new library. The cost for the 50' by 50' building if it comes in high at \$151/square foot would be \$328,000, partially paid with the \$200,000 carry-over in Fines and Donations matched with \$200,000 carryover in millage. The plans include a safe room.

New Business

2022 Millage Budget was reviewed. Judy announced that she is retiring on December 31st, 2021. John suggested that the Library begin advertising the position on November 1st, hire a new Assistant Director by December 1st, and allow them to shadow Judy for the month of December. John has requested a COLA increase for most salaries of 5%, except for the Assistant Director salary at \$50,690. Jeff Moncrease expressed concern over keeping the Assistant Director salary at the same amount that Judy Lovell was being paid at her time of retirement. John provided a Salary Survey among Class 6 libraries in the state. The Salary Survey shows that Judy Lovell is the lowest paid Assistant Director when compared to other Class 6 library Assistant Directors (with the median salary being \$57,012). John stated that the salary could be amended at any time to fit the decided requirements and responsibilities of the yet to be hired Assistant Director. But the appropriated funds would be there whatever salary was set.

The decrease in Books was made to better reflect the spending ability of the library. John noted that for every book purchase, a book would need to be weeded, as the library was a full media capacity. Computer Software was increased to reflect money needed to Communico. Machinery Leases was increased to cover the cost of the newly lease copiers for the branches. Jeff Wittingham moved to approve the 2022 budget. Suzann Waggoner seconded the motion, which passed.

Jeff Wittingham moved that the Assistant Director position require an MLIS or equivalent upon hiring, or that the person hired begin pursuing an MLIS within six months of their start date. Suzann Waggoner seconded the motion, which failed to pass. Jeff Whittingham and Suzann voted in favor, Jeff Moncrease and Ben Thompson voted against. It was decided that a subcommittee would meet the following Monday, October 24th, 2021, to discuss the requirements to be advertised. Jeff Moncrease, Jeff Wittingham, and Ben Thompson volunteered to serve on the subcommittee. The board would take up the question after the subcommittee can provide a list of Management, Education, and Library experience required or preferred.

Jen presented an amendment to the Library's Room Reservation Policy form that would restrict requests to 60 days in advance. Communico could be set to a 60 maximum. The wording change highlights that the Library does not allow room reservations to people or organizations that require participants to pay for the services provided while utilizing our meeting spaces. Jeff Moncrease moved to approve the amendments. Jeff Wittingham seconded the motion, which passed.

There being no other business, Suzann Waggoner moved to adjourn for the evening. Jeff Wittingham seconded the motion and the board voted to adjourn at 6:50PM.

November 15th, 2021

Stephanie Vanderslice called the monthly meeting of the Faulkner County Library board to order on November 15th, 2021, at 5:32PM. In attendance were board members Ben Thompson, and Suzann Waggoner, as well as Director John McGraw, Network Administrator DeAnna Dillon, Children's Librarian Mary Spears, County Attorney Phil Murphy and Fritzie Vammen. Joining via Zoom were board members Stephanie Vanderslice and Jeff Whittingham, as well as Circulation Manager Jenny Beritich, and Assistant Circulation Manager Christopher Bowen.

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

Summary Statements of Operations were reviewed. John reported revenue for October was particularly strong, 20% above the previous record for collections in October. The library reached projected revenue for 2021 the first week of November and collections now stand at 107% of projections.

Bookkeeper's Reports were reviewed. John noted that subsequent to this report the other half of the ARPA grant had been received and programmers would soon be coordinating on the purchase of a vehicle.

Statistical Reports and Programming were reviewed.

Purchase Orders were reviewed. John noted that labor costs for installation of the audiovisual equipment used to conduct this meeting were covered in these purchase orders. Ben moved to approve the purchase orders as presented. Suzann seconded the motion, which passed.

Fines and Donations spending was reviewed. John noted that the audiovisual equipment used to conduct this meeting, paid for by the ARPA grant, were covered in this transaction report. Ben moved to approve the transactions. Suzann seconded the motion, which passed.

Regional transactions were reviewed. John noted that in December or January the board would need to select representatives to the 2022 Regional board, which next meets on January 27th to ratify these transactions.

Regular order was suspended and Stephanie asked Fritzie Vammen to address the board. Fritzie proposed a partnership between the Faulkner county Law Library and the Faulkner County Public Library. A range of proposals and the scale of the partnership were discussed. The issue was tabled until more concrete numbers were available.

Old Business

John summarized the differences between the 2021 Regional budget and the 2022 budget. Regional reimbursement was cut in half, which would impact Fines and Donations budget, which is to say programming budgets. Overdrive was decreased somewhat. John will present a Fines and Donation budget for 2022 in December.

John reported that there were 16 applicants for the Assistant Director position, 4 of which are in-house candidates. Once the interview committee is finalized, the interviews will begin.

New Business

Two bids for HVAC service in 2022 were presented. John reported that there were no problems with Harrison's service in 2021, and there were no problems with Gibbs prior to Harrison winning the contract. Ben moved to accept Harrison's contract. Suzann seconded the motion, which passed.

Superior Outdoor provided a bid to continue lawn service in 2022. John recommended Superior's work. Ben moved to accept Superior's contract. Jeff Whittingham seconded the motion, which passed.

John summarized the revision of the State recovery grant proposal. Plans for carpet and paint were disallowed, so proposals for bookdrops for the branches, HVAC upgrades in Conway, and book lockers were submitted. Supplemental material summarized the bookdrops, book lockers, and HVAC upgrades being considered.

Also included in supplemental material are the current Request for Reconsideration of Materials policy and forms.

The board moved by acclamation at 6:10PM to adjourn.

Minutes for December 20th, 2021

Stephanie Vanderslice called the monthly meeting of the Faulkner County Library board to order on December 20th, 2021, at 5:30PM. In attendance were board members Jeff Moncrease, Ben Thompson, Stephanie Vanderslice, Suzann Waggoner, and Jeff Whittingham, as well as Director John McGraw and Bob Beck.

Stephanie presented Jeff Whittingham with the Trustee of the Year award from the Arkansas Library Association.

Minutes of the November 15th meeting were reviewed. Jeff Whittingham moved to approve the minutes. Ben seconded the motion, which passed.

Summary Statements of Operations were reviewed. John reported revenue for November was weak after the strongest October in history. One reason may be the efforts to get people to pay their taxes on time may be paying off. The library reached projected revenue for 2021 the first week of November and collections now stand at 109% of projections.

Bookkeeper's Reports were reviewed. John noted that there were some issues coding Regional Reimbursements as Fines and Donations, but that income had exceeded expectations all year long, which would be an issue to discuss in New Business.

Statistical Reports and Programming were reviewed. Attendance surpassed last year's numbers in November. Circulation numbers had done so in December. Mount Vernon had been doing incredible numbers since school started, and a school bus now stops at the front door and deposits dozens of children there every afternoon.

Purchase Orders were reviewed. John noted that the credit card bill had taken so long to move through county agencies that a late fee would be paid from Fines & Donations next month. Ben moved to approve the purchase orders as presented. Jeff Moncrease seconded the motion, which passed.

Fines and Donations spending was reviewed. John noted that income was significantly above projections, and that this had been the pattern since reopening in March. . Jeff Moncrease moved to approve the transactions. Suzann seconded the motion, which passed.

Regional transactions were reviewed. John reminded the board to select three representatives to the Regional board at next month's meeting. The next Regional board meeting on January 27th will review these transactions.

Old Business

Fritzie is discussing with the Sheriff's office whether legal databases can be made available to people incarcerated by the county.

John introduced Bob Beck, who will take over for Judy Lovell as Assistant Director in January. John requested board endorsement to put Bob onto all accounts with every authorization Judy enjoys. The board endorsed that request by acclamation. John said that interviews for a new Adult Programmer were ongoing. In-house candidates had been interviewed.

The Department of Transportation had rejected the grant proposal to build a trail around the acreage behind the Conway library. A grantwriter is now volunteering with the library and hopes are high for a second attempt in 2022.

The CARES grant was the fast-tracked state recovery grant discussed in November. HVAC upgrades had been disallowed and the awards reduced. John said it would be a struggle to spend the award on book drops and book lockers, but bids had been solicited through TIPS in advance of the awards. A proviso that supply chain issues could extend the deadline to complete transactions seems almost unavoidable. John asked the board to ratify purchases of book drops for the five branches, as well as book lockers out front of as well as in the lobby of the Conway location. Jeff Moncrease moved to spend grant monies as outlined in the grant proposal. Suzann seconded the motion, which passed.

John presented a proposal from Newton Tree Service to cut trees striking the library, cars in the parking lot, or cars navigating the bookdrop. This work had been awarded in June but the vendor repeatedly failed to appear on scheduled work days. Newton had come highly recommended. Jeff Moncrease moved to accept Newton's bid to perform the work. Suzann seconded the motion, which passed.

New Business

John presented a slate of closing dates for 2022 based on the state holidays. President's Day and Columbus Day are tentatively slated as in-service days for staff training and development. Jeff Moncrease moved to approve the calendar. Suzann seconded the motion, which passed.

John reported that a patron had run over their bike rack. Their insurer was prepared to compensate us for purchasing a new bike rack, but since the replacement cost was in excess of \$1000 John was seeking board approval. Jeff Moncrease moved to approve the purchase. Suzann seconded the motion, which passed.

John presented a bid from Harrison Energy to replace a hot water valve actuator on Air Handler Unit 14. Ben moved to accept the bid. Jeff Moncrease seconded the motion, which passed.

Pearce energy had recently been called to look at the heater at the Mayflower branch. Pearce indicated that the heater needs to be replaced, but noted that the entire unit is original to the building, full of obsolete refrigerants and parts difficult to replace. Pearce submitted proposals to replace just the heater, as well as one to replace the entire system. Jeff Moncrease moved to accept the bid for the entire system replacement. Jeff Whittingham seconded the motion, which passed.

John submitted a budget for Fines and Donations in 2022. The Regional reimbursement in the Regional budget has been cut in half, and budgets have spent from their surplus since 2020. To bring program expenses in line with income results in cuts across the board. John noted that income was likely to come in higher than expected, and that it would be prudent to revise expenditure lines throughout the year if that were the case. More importantly, there was little enthusiasm to do ComiConway on the scale it had been done previously, so that might be an area to redistribute. After much discussion about the future of ComiConway, Jeff Moncrease moved to accept the Fines and Donations budget as presented. Ben seconded the motion, which passed.

Contract renewals for Superior Janitorial and Wade Company were submitted. Ben moved to renew the custodial contract. Jeff Whittingham seconded the motion, which passed. Jeff Moncrease moved to renew Wade Company's contract. Suzann seconded the motion, which passed.

John introduced two items that would require the county to pursue bids: a new boiler and variable speed fans. The existing boiler is original to the building and leaking. Wade and Harrison Energy had already begun discussing high-efficiency boilers as replacements. Wade is proposing variable speed fans as an efficiency that would soon pay for itself. While the boiler is a self-evident need, John suggested inviting Wade Company representatives in to meet with the board to explain the proposal and offer up some numbers justifying it. The board approved by acclamation the invitation to Wade and initiating the bidding process for a new boiler.

Also included in supplemental material are correspondence from patrons, the Treasurer's revenue projections for 2022, and patron surveys.

The board moved by acclamation at 6:22PM to adjourn.