

# Faulkner County Library

## Board Meetings (2022)

### Minutes for January 17, 2022

Stephanie Vanderslice called the monthly meeting of the Faulkner County Library board to order on January 17th, 2022, at 5:32PM. Joining via Zoom were board members Stephanie Vanderslice, Ben Thompson, Jeff Moncrease and Jeff Whittingham, as well as Director John McGraw, Assistant Director DeAnna Dillon, Teen Librarian Katie Scott, Danny Brown and Brad Frye from Wade Company.

Stephanie asked for nominations for Board Chair for 2022. Jeff Moncrease nominated Jeff Whittingham. Ben seconded the motion. With no other nominations forthcoming, Jeff Whittingham was elected with all in favor.

Minutes of the December meeting were reviewed. Ben moved to approve the minutes. Stephanie seconded the motion, with all in favor.

Regular order was suspended. John asked Danny and Brad with Wade Company to address the board. Danny proposed to upgrade the AHU system to a Single Zone Variable Volume System for \$24,680. They shared a video on variable speed fan systems that had some technical difficulties. There was a summary of Wade's service of the building since its construction. Currently the fans may consume as much as \$23,000 per year in electricity. Variable speed fans would reduce that cost by 25% or more. The current system also has the boiler and chiller working against each other year-round. Variable speed fans would significantly reduce the load on both the chiller and boiler, perhaps eliminating the boiler running in the summer months. Currently the gas bill is around \$3,000 per month. John noted that bids for a new boiler would likely mean that the gas bill would decrease, so the fans would not be saving as much. Ben moved to seek bids on a variable speed fan system. Jeff Moncrease seconded the motion, which passed.

Summary Statements of Operations were reviewed. John reported that the library spent less in 2021 than it took in in revenue. Revenue for 2021 was 113% of projections, and January 2022 was stronger than any January on record. Purchase Orders were reviewed. Jeff Moncrease moved to approve the purchase orders as presented. Ben seconded the motion, which passed.

Statistical Reports and Programming were reviewed. Attendance and Circulation were up over 2020. John also stated the ADLC hit 1 million checkouts on Overdrive in 2021.

Fines and Donations spending was reviewed. There were questions about THINK coffee. John explained that THINK had been paid a flat fee to provide a free coffee bar at the Holiday Lights program. They were extremely popular. They would like to partner in the future, but would prefer to charge and to donate a share of revenue to the library. Ben moved to approve the transactions. Jeff Moncrease seconded the motion, which passed.

Regional transactions were reviewed. John noted that the board would need to select representatives to the 2022 Regional board, which will meet via zoom on January 27th to ratify these transactions.

### Old Business

Fritzie Vammen was not in attendance so the Faulkner County Law Library will be tabled until she is able to attend.

John updated the board on several personal changes. Assistant Director Bob Beck passed away suddenly on Jan 8th. DeAnna Dillon has accepted the position. John also stated that a new Adult Programmer has been hired and will be announced in the coming week.

John updated the board on the CareACT Grant. External Book Drops have been purchased for Vilonia, Greenbrier, Mayflower, Mt. Vernon and Twin Groves. The Conway library will be receiving 4 Book Lockers. The programmers have picked out a 2020 Honda Pilot that they would like to purchase with the remainder of the ARP Grant.

### New Business

John presented a Telescope lending policy for approval. Jeff Moncrease moved to approve the policy. Stephanie seconded the motion, which passed. Mount Vernon and Vilonia will share a telescope, and all other locations will have one to lend.

John presented an invoice for Felton Dillard's cement work for the book drop at Vilonia, Greenbrier, Mayflower, Mt. Vernon and Twin Groves. Ben moved to approve. Jeff Moncrease seconded the motion, which passed.

John presented an invoice for Garrett Plumbing to fix the irrigation system at the back of the Greenbrier location. Jeff Moncrease moved to approve. Stephanie seconded the motion, which passed.

John requested that the board resolve to add the new Assistant Director DeAnna Dillon to the Fines and Donation, State Aid and Comiconway bank accounts. Jeff Moncrease moved to so resolve. Stephanie seconded the motion, which passed.

Stephanie, Ben, and Jeff Moncrease will be serving on the Regional board for 2022. The board will meet January 27th in Van Buren County and via Zoom.

John was asked about COVID and staffing. John stated that exposure and quarantine had hit one branch hard. One day with five exposures tested Conway's limits to operate. A batch of N95 masks had been purchased for staff and distributed. The board urged John to purchase more masks.

Included in supplemental material is the State of the Library Graphic to be presented to the Quorum Court on January 18th 2022.

Ben moved to adjourn at 6:30PM. Stephanie seconded the motion. The meeting adjourned.

## **Minutes for February 21, 2022**

Jeff Whittingham called the monthly meeting of the Faulkner County Library board to order on February 21st, 2022, at 5:33PM. Present were board members Stephanie Vanderslice, Ben Thompson, Jeff Moncrease and Jeff Whittingham, as well as Director John McGraw, Assistant Director DeAnna Dillon, Branch Manager Misty Henry, and Liz Hamilton of H&N Architects. Joining by Zoom were Teen Librarian Katie Scott, Children's Librarian Mary Spears Polk, and Adult Programmer Jen Beritich.

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

Regular order was suspended. John asked Liz to discuss the plans for a new Mount Vernon library. Misty had compiled a number of questions from the city as well as from patrons and staff. What is the timeline going forward? Should the board approve the plans as presented, the plans are submitted to contractors in order to price the project. If the pricing fits the budget, we pursue bidding the project with the courthouse. If the pricing is over budget, we evaluate how to cut costs or increase the budget. How much have costs increased? Hard to say, as this is an unconventional building and costs are fluctuating wildly. Are all the elements originally discussed in this plan? Programming rooms, a staff room capable of food preparation, and a safe room are present. John suggested that if costs need to be cut, the softest targets would be the amount of glass on the front, as well as the safe room. Ben moved to approve the plans as presented. Jeff Moncrease seconded the motion, which passed.

Summary Statements of Operations were reviewed. John reported that January revenue was higher than any January on record. John stated that he regretted reducing part-time budgets for 2022, as there was already need for additional part-time labor exceeding the budget line if it continues.

Bookkeeper's Reports were reviewed. John reported that the previous Garden Programmer had accepted grant money in the summer of 2021 from a non-profit for designing a performance space in the back garden that had not moved forward. The non-profit would be getting \$2,500 refunded to it, which would make Garden Programming expenditures appear excessive.

Statistical Reports and Programming were reviewed. Circulation in January was at summer peak levels, rather than the usual quiet wintertime levels. Attendance was higher than any month in 2021. Niche Academy numbers appear for the first time, primarily on the public side while staff content is being assembled or built.

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. The Honda purchase is in this list. Jeff Moncrease moved to approve the transactions. Ben seconded the motion, which passed.

Regional transactions were reviewed. John noted that the Regional board was supporting AAAL in its pursuit of grant money for libraries.

### Old Business

Three bids for replacement boilers had been submitted. The lowest bidder was Voegele Mechanical Contractors, who had installed the present boiler when the building was constructed. Other bids came from Wade Company, currently contracted with maintenance of the HVAC software, and Harrison Energy, currently contracted with maintenance of the HVAC hardware. John had pursued questions about taxes and the existing flue to insure that all bidders were presenting all costs in their bids and describing the same work. Ben moved to accept the Voegele bid. Stephanie seconded the motion. The motion passed with one vote against.

John reported that the quorum court had exited Budget talks in 2021 by inviting county departments to come in and discuss wage gaps with the hope of doing a comprehensive adjustment. John would be putting together job descriptions for all positions, as salary surveys are already complete.

Grant money for bookdrops has been paid. Bookdrops have arrived and concrete pads are being poured for them. Jeff Moncrease moved to approve payment to Felton Dillard for the work. Stephanie seconded the motion, which passed. Book lockers have been ordered but will take some time to fabricate.

### New Business

John summarized the response to the legislative audit's supplemental findings. All issues dealt with the 2020 ComiConway event. Some issues are simple to correct, but others were noted to have

been repeated and are a problem of working at scale, perhaps, though 2020 was scaled down considerably and still produced issues.

Included in supplemental material is January minutes of the Regional board meeting.

Ben moved to adjourn at 6:27PM. Jeff Moncrease seconded the motion. The meeting adjourned.

## **Minutes for March 21, 2022**

Jeff Whittingham called the monthly meeting of the Faulkner County Library board to order on March 21st, 2022, at 5:30PM. Present were board members Jeff Moncrease, Ben Thompson, Suzann Waggoner and Jeff Whittingham, as well as Director John McGraw, Assistant Director DeAnna Dillon, Children's Librarian Mary Spears Polk, and Adult Programmer Jen Beritech.

Minutes of the February 21 meeting were reviewed. Ben moved to approve the minutes as presented. Jeff Moncrease seconded the motion, which passed.

Summary Statements of Operations were reviewed.

Bookkeeper's Reports were reviewed. There were questions about the Grant Expense budget line. John noted that the grant income had been received last year, but it would be prudent to add Grant expense and Grant income budget lines to the Fines and Donations budget.

Statistical Reports and Programming were reviewed. Attendance was roughly the same as the peak of Summer Reading last year. Circulation numbers remain strong, as do programming numbers. Niche Academy numbers for staff appear for the first time. Downloadables exceeded circulation in Conway. There was a request for details on the Hot Chocolate Bomb program.

Purchase Orders were reviewed. John highlighted work done by Harrison had already put the Parts and Labor line over budget, with more work to be performed. Jeff Moncrease moved to approve the purchase orders as presented. Suzann seconded the motion, which passed.

Fines and Donations spending was reviewed. Grant expenses for the Honda and the Bookdrops are included. Ben moved to approve the transactions. Jeff Moncrease seconded the motion, which passed.

Regional transactions were reviewed.

## Old Business

John reported on his preparation to discuss library salaries with the Quorum Court's Budget and Personnel committees. Salary surveys are complete and job descriptions are almost complete. There is a great deal of ambiguity as to what the request should be. The 12% COLA debated last fall would have brought front-line staff up to their peers. So to recover the 8% removed from consideration during debate would be a minimum. To bring all staff up to the class 6 average would be an additional \$60,000.

John reported that another grant opportunity was beginning to move through legislative committees. The application window had again been very brief. Carpet removal was again an option, but only with hard surface replacements. A proposal was quickly assembled with the boiler replacement, variable-speed fans, and replacing the carpet with hard surface flooring.

With revenues for Fines and Donations coming in as they are, John asked the board to increase programming budgets for Children, Teens, Adults and Garden by 75%. A third of projected revenue had already been collected by the end of February. Jeff Moncrease moved to increase those budget lines by 75%. Suzann seconded the motion, which passed.

## New Business

John circulated material related to the re-appraisal of library property. This had been an issue when John assumed the office in 2015, but was low priority for the assessors. We may still be under-insured, but we have better numbers on the value of the library buildings and collections.

John introduced a photography and videography policy. He reports he has been quoting the policy to patrons for years only to find it did not seem to exist as formal policy so much as a procedure of considerate behavior. The policy requires patrons to have the consent of other patrons or their caregivers to be filmed. The library may designate by signage and verbal address that library programs may be recorded for promotional purposes and that patrons wishing to opt out should speak with staff. Jeff Moncrease moved to approve the policy as presented. Ben seconded the motion, which passed.

John presented an estimate from Harrison Energy. During maintenance, three air handlers were found to be offline and needing replacement motor starters. Other repair needs had been noted including replacing bearings on another unit and nonworking pressure and temperature gauges. Jeff Moncrease moved to approve the repairs. Ben seconded the motion, which passed.

Included in supplemental material is cost estimates for the labor of carpet replacement and shelf-moving.

Ben moved to adjourn at 6:21PM. Jeff Moncrease seconded the motion. The meeting adjourned.

# Minutes for April 27, 2022

Jeff Whittingham called the monthly meeting of the Faulkner County Library board to order on April 27th, 2022, at 5:38PM. Present were board members Ben Thompson, Stephanie Vanderslice, Suzann Waggoner and Jeff Whittingham, as well as Assistant Director DeAnna Dillon and Director John McGraw.

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

Summary Statements of Operations were reviewed. John noted that revenue was coming in strong, above years prior, though the forecast is for a lower collection this year.

Statistical Reports and Programming were reviewed. Programming numbers jumped from February numbers. Circulation was at levels last seen during Summer Reading last year. Attendance is now about 75% of what it was pre-pandemic.

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

Fines and Donations spending was reviewed. Grant expenses for the Bookdrops are included. Ben moved to approve the transactions. Suzann seconded the motion, which passed.

Regional transactions were reviewed.

## Old Business

John provided an update on Personnel. The Network Administrator position is out for advertising and closing this week. Two full-time staff are retiring at the end of May. It may be necessary to advertise externally to fill these positions, but the goal is to have people in place before Summer programming kicks off.

Salary surveys are ready for the Personnel and Budget committees of the Quorum Court. Job Descriptions are still being formatted for a uniform look.

The partnership with the county Law Library went live this morning. Lexis-Nexis searching is available at the public computer stations in Conway.

Lockers purchased with CARES Act grant are expected May 16th.

## New Business

John presented a proposal from Robinson Brothers to remove one section of desktop in the children's area and replace it with shelving. Ben moved to accept the Robinson Brothers proposal. Stephanie seconded the motion, which passed.

Included in supplemental material is patron surveys from Greenbrier and Conway calendars for May programs.

Stephanie moved to adjourn at 6:04PM. Ben seconded the motion. The meeting adjourned.

## **Minutes for May 16, 2022**

Jeff Whittingham called the monthly meeting of the Faulkner County Library board to order on May 16th, 2022, at 5:33PM. Present were board members Jeff Moncrease, Suzann Waggoner and Jeff Whittingham, as well as Assistant Director DeAnna Dillon and Director John McGraw.

Minutes of the April 27 meeting were reviewed. Suzann moved to approve the minutes as presented. Jeff Moncrease seconded the motion, which passed.

Summary Statements of Operations were reviewed. John noted that revenue was coming in strong, above years prior, though the forecast is for a lower collection this year. Maintenance costs were running ahead of where they should be at this point.

Statistical Reports and Programming were reviewed. Attendance in April returned to levels seen in January and February, prompting discussion as to whether March was a bad data point or something drove the extra traffic. Programming numbers continue climbing. May will be a lighter month for programming as we gear up for Summer Reading Club.

Bookkeeper's Reports were reviewed. John said that the first round of grants that purchased audiovisual equipment for the meeting rooms, as well as the Honda Pilot, were closing out soon, so any unspent funds from that would be returned in June. Regional balances are getting low, and John regrets fully funding Hoopla for the year, rather than breaking that down into quarterly payments. Ebook spending may be shorted until Summer Reading bills are paid.

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

Fines and Donations spending was reviewed. A surprise gift from Worthen Bank in excess of \$1,000 was received. Programmers asked for a light table for the children's room and some collapsible shelving for pop-up library events.



Regional transactions were reviewed. Rescheduling the Regional meeting was discussed. June 22nd might be possible.

### Old Business

John provided an update on Personnel. The Network Administrator candidates were interviewed and there was no consensus that a suitable candidate was available. After discussing Deanna's early months on the job, it was decided to name Assistant Circulation Manager Christopher Bowen to the position. Christopher has been absorbing Network Administrator job duties to assist Deanna as she began assuming Assistant Director duties. This process will continue and there will likely be refinement of what duties remain with Deanna and what with Christopher before a new Assistant Circulation Manager is selected. Two full-time staff are retiring at the end of May, and two part-time staff are being promoted to replace them. There will be some shifting of duties between the front desk and Technical Processing which will result in more staffing for the front desk.

The Budget committee has passed on to the full quorum court the ordinance flipping salary lines for the Circulation Manager and the Adult Programmer. That meeting is Tuesday, May 17th. The Personnel committee passed on to the Budget committee the omnibus salary correction. That will be taken up by the Budget committee in June, perhaps.

### New Business

John presented two quotes to repair and re-shingle the roof at Greenbrier. Collier roofing had the lower bid, but offered a much shorter warranty. Jeff Moncrease moved to accept the Collier bid, provided that a 5 year warranty could be included in the cost provided. Suzann seconded the motion, which passed.

John provided a quote for a new refrigerator for the breakroom. This is the largest appliance that Zellner's sells which will fit the space. The existing refrigerator will be moved to the meeting room kitchen. It has been serviced twice in two years and may warrant replacement as well. Jeff Moncrease moved to purchase the refrigerator for the breakroom. Suzann seconded the motion, which passed.

The supplemental material is patron surveys from Greenbrier and Vilonia.

Jeff Moncrease moved to adjourn at 6:18PM. Suzann seconded the motion. The meeting adjourned.

## **Minutes for June 20, 2022**

Jeff Whittingham called the monthly meeting of the Faulkner County Library board to order on June 20th, 2022, at 5:33PM. Present were board members Jeff Moncrease, Suzann Waggoner and Jeff Whittingham, as well as Circulation Manager Jessica Rutherford, Network Administrator Christopher Bowen, and Director John McGraw.

Minutes of the May 16 meeting were reviewed. Jeff Moncrease moved to approve the minutes as presented. Suzann seconded the motion, which passed.

Summary Statements of Operations were reviewed. John noted that revenue had exceeded \$1,000,000 as of June 20th, and had never reached that point by the end of June in any prior year.

Statistical Reports and Programming were reviewed. John apologized for not having numbers for hotspot use or computer use. Hotspot use will be lower, as T-Mobile had provided new devices and the process of switching them out had impacted circulating the devices. Programming numbers climbed even though May was a lighter month for programming as preparation for Summer Reading Club consumes more staff hours.

Bookkeeper's Reports were reviewed. John noted that programming budgets do not reflect board-approved amendments to those lines. The board requested amended numbers in the future.

Purchase Orders were reviewed. Four lines for book purchases had the county code for book purchases, 2015, in a column that reflected non-book expenses, throwing the totals off by \$8,060. Jeff Moncrease moved to approve the Purchase orders as amended. Suzann seconded the motion, which passed.

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

Regional transactions were reviewed.

### Old Business

John provided an update on Personnel. Two full-time staff retired and two part-time staff were promoted to replace them. In addition, the Mayflower Assistant Librarian resigned for a better paying job and we are working to provide Conway staff to Mayflower until a replacement is brought on.

The Budget Committee passed the Salary Ordinance on to the full court to consider June 21st.

Voegele has provided a new timeline for replacing the boiler. Rather than a one-week timeline starting July 5th, we are now looking at a three-week timeline starting July 18th.

### New Business

Jessica and Chris described the book lockers, how holds are retained for the outside units and the inside units. There was some concern that the timeframe would need be reduced to 7 days to allow more turnover and less overflow. John observed that the lockers present a model for remote staff-less locations that might expand service to other parts of Conway. A demonstration will follow adjournment.

The Faulkner-Van Buren Regional system has joined Mockingbird, the new Arkansas union catalog. The first tier of 30 public and academic libraries will shift our interlibrary loan efforts to more local libraries and will introduce the library to lending to other Arkansas libraries. It is comparable in a sense to the Arkansas Digital Library Consortium, but for physical collections.

Sprinkler repairs have been pursued for some time and a cost estimate was made available only hours before. Olsen will locate leaks and repair sprinkler heads for \$2,000. The front beds are operational, but zones on the east and west, as well as around the flags need repairs. Jeff Moncrease moved to approve the repairs. Suzann seconded the motion, which passed.

Jeff Moncrease moved to adjourn at 6:07PM. Suzann seconded the motion. The meeting adjourned.

## **Minutes for July 18, 2022**

Stephanie Vanderslice called the monthly meeting of the Faulkner County Library board to order on July 18th, 2022, at 5:32PM. Present were board members Ben Thompson, Stephanie Vanderslice, and Suzann Waggoner, as well as Assistant Director Deanna Dillon, Network Administrator Christopher Bowen, and Director John McGraw.

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

Summary Statements of Operations were reviewed. John noted that revenue had exceeded \$1,000,000 in June, and had never done so in any prior year. Electricity is running ahead of projections, but underspending in that section of the budget should offset it. John highlighted the untouched Machinery and Equipment line, which would come up later.

Statistical Reports and Programming were reviewed. Programming numbers had exceeded numbers in 2018 and 2019, though overall attendance was 87% of "normal" and circulation was at 94% of "normal". Over 6800 children, 1000 adults and 700 teens attended over 300 programs in June.

Bookkeeper's Reports were reviewed. John noted that programming budgets now reflect the amendments approved in the spring.

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. Suzann seconded the motion, which passed.

Regional transactions were reviewed. The next Regional meeting is August 24th. There will likely be a Zoom option.

### Old Business

John provided an update on Personnel. The Quorum Court amended the omnibus salary correction to reduce Director and Assistant Director raises to 8%, but otherwise passed it. The vacant position of Mayflower Assistant Librarian has been filled. Several circulation staff are vying for the Assistant Circulation Manager position and have been in a rotation to be in charge of those responsibilities. Interviews for that will begin the first week of August.

Sprinkler repairs have paused as the leak cannot be located. Olsen Sprinkler recommended a pair of companies. Ray Lusk plumbing has been called but is not available until mid-August unless they have a cancellation. Suzann recommended contacting American Leak Detection.

The architect reported that buildings are currently coming in at \$300/square foot, which would put the Mount Vernon library above \$700,000. John has requested putting the plans to contractors to get a more concrete cost before revisiting the plans.

### New Business

Christopher presented a plan to restart the pre-COVID schedule for computer replacements. The Conway computers are a year behind on this schedule, and performance declines are already observed. The plan replaces 12 desktops for a \$17,000. Ben moved to approve the proposed computer replacement. Suzann seconded the motion, which passed.

John circulated a draft Parental Responsibility policy. Based on several existing policies from other libraries going back to 2003, the policy clarifies that librarians do not act in loco parentis, and that parents and guardians are the sole arbiters of what is appropriate for their children. The library exists to serve the entire population of Faulkner County. Suzann moved to adopt the policy as presented. Ben seconded the motion, which passed.

John shared the news that the library won the Community Engagement award from the Chamber of Commerce's North Metro Healthcare Forum. Staff attended a reception the week prior and the award will be given at a luncheon two days hence. The award recognizes staff working to reinvent library services to protect patrons and staff from COVID.

Additionally at the July quorum court meeting, Judge Baker will recognize the library's award, and proclaim the week of July 25th Faulkner County Library Week.

Ben moved to adjourn at 6:17PM. Suzann seconded the motion. The meeting adjourned.

## **Minutes for August 15, 2022**

Stephanie Vanderslice called the monthly meeting of the Faulkner County Library board to order on August 15th, 2022, at 5:30PM. Present were board members Jeff Moncrease, Ben Thompson, Stephanie Vanderslice, Suzann Waggoner, and Jeff Whittingham; as well as Children's Services Librarian Mary Spears Polk, library assistant Katie Larson, and Director John McGraw.

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

Summary Statements of Operations were reviewed. John noted that revenue is \$65,000 ahead of collections through the end of August 2021.

Statistical Reports and Programming were reviewed. Programming numbers exceeded 15,000 for the summer. There were questions about rock painting, which is frequently the most attended Garden Program.

Bookkeeper's Reports were reviewed. It was noted that the Regional report was missing. John promised to send it around in advance of the August 24 Regional meeting.

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

Regional transactions were reviewed. The next Regional meeting is August 24th. There will be a Zoom option.

### Old Business

John provided an update on the boiler replacement. 10 days past the scheduled start up date, a single 30-degree joint is needed to vent outdoors. The building remains very cold.

### New Business

John discussed the personnel tasked with summer programming and the successes that had achieved. Katie Larson, on loan from the front desk, has a degree in early Education and would be an invaluable permanent member of the programming team. Katie Scott has completed her degree and John would like to see some reward to incentivize pursuit of graduate degrees in the field.

John presented salary data for Children's Programmers at peer libraries. John proposes asking the Personnel Committee to retitle Katie Larson and Katie Scott to Children's Services Librarians. Furthermore, the Budget Committee will be asked to increase their pay to the average for the position across class 6 counties: \$35643 annually.

Ben moved to adjourn at 6:11PM. Stephanie seconded the motion. The meeting adjourned.

## **Minutes for September 19, 2022**

Jeff Whittingham called the monthly meeting of the Faulkner County Library board to order on September 19th, 2022, at 5:30PM. Present were board members Ben Thompson, Suzann Waggoner, and Jeff Whittingham; as well as Director John McGraw.

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

Summary Statements of Operations were reviewed. John noted that revenue is \$70,000 ahead of collections through the end of September 2021.

Statistical Reports and Programming were reviewed. John reported that most programming paused in August to regroup after summer. Mount Vernon was recognized for doing amazing numbers for its population size.

Bookkeeper's Reports were reviewed.

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. Suzann seconded the motion, which passed.

Regional transactions were reviewed. The next Regional meeting is August 24th. There will be a Zoom option.

### Old Business

Sprinkler Systems: Service call by a Leak Detector had been expensive but located a substantial leak. A service call by the irrigation specialists had repaired the leak but determined at least one more substantial leak exists drawing down pressure. Another visit from leak detection will likewise be expensive.

Boiler: The boiler had finally been completed. Servicing has been turned over to Harrison Energy. Staff were given light training on recognizing issues to communicate to Harrison in the event of problems.

Personnel: Due to illness, Personnel had not met in September. Part-time vacancies are to be filled soon.

### New Business

Refrigerators in Mount Vernon and Conway need replacing. Two models were found at Zellner's that are appropriate. Ben moved to approve the replacement of the two refrigerators with the selected models. Suzann seconded the motion, which passed.

John presented a proposal to put dispensers in 6 restrooms in Conway to dispense free pads and tampons. There were questions asked about the branches. John reported that the 2022 budget was not robust enough for the product, so he had secured funding from Friends of the Library to supply products in the machines until January, when he hoped to add dispensers in the branches. Friends' funding is contingent upon approval of the 6 dispensers in Conway. Asked if he could ask the Friends for more funding, John replied that that had been the explicit plan if initial stocks did not last until January, and that the Friends of the Library were prepared for additional requests. Suzann moved to add the branches and purchase 11 dispensers. Ben seconded the motion, which passed.

John presented the service contract for the Wade Company for 2023. Wade had always serviced the building since it was built, and no competitors had bid on the contract since 2015 at least. The service provided it good and the cost increases were transparent and manageable. Ben moved to accept the Wade Company contract to continue service in 2023. Suzann seconded the motion, which passed.

John presented a proposal for a new for desktop computer. The board had previously approved a slate of machines for staff, but those are inadequate for the amount of data on the director's computer. Ben recommended looking at a machine with a terabyte of storage. John said he would have that next month.

John asked the board's approval to close for half a day in line with the courthouse closure for the fair parade. This would give staff an opportunity to participate in the parade. Suzann moved to close the library along the lines as the courthouse. Ben seconded the motion, which passed.

John circulated a proposal to fix four parking lot lights which have malfunctioned. Ben moved to approve Middleton's quote of \$2932. Suzann seconded the motion, which passed.

Ben moved to adjourn at 6:07PM. Suzann seconded the motion. The meeting adjourned.

## **Minutes for October 19, 2022**

Jeff Whittingham called the monthly meeting of the Faulkner County Library board to order on September 19th, 2022, at 5:30PM. Present were board members Jeff Moncrease, Ben Thompson, Stephanie Vanderslice, and Jeff Whittingham; as well as Director John McGraw and Assistant Director Deanna Dillon.

Minutes of the September 19th meeting were reviewed. The date of the Regional meeting—October 26th—was confirmed. John said the 2023 Regional budget would be the only agenda item. Ben moved to approve the minutes as presented. Stephanie seconded the motion, which passed.

Summary Statements of Operations were reviewed. John noted that October is a the biggest month for millage revenue.

Statistical Reports and Programming were reviewed. John noted that Children’s Programming and new card numbers had already surpassed 2021 totals. In October, Teen Programming and Circulation would surpass 2021 totals. John described a session he had attended on board meetings at the annual conference of the Arkansas Library Association. The Lonoke county library board and the Southeast Regional library board hear short reports from each branch at their meetings. These reports run from two to five minutes and highlight programming and issues at the branches. If the Faulkner County board was interested, this could be incorporated into the meetings or simply the board packets. There seemed to be no strong preference for either option.

Bookkeeper's Reports were reviewed. There was some confusion about a sales tax rebate for the RFID equipment, which seemed to have been deposited in the Regional account, rather than the county account. Deanna said she would look into it.

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. Ben moved to approve the expenditures. Stephanie seconded the motion, which passed.

Regional transactions were reviewed. The next Regional meeting is October 26th. There will be a Zoom option.

### Old Business

Personnel: Personnel Committee approved changes to the Programmer positions. Budget Committee and perhaps the full court will consider the change in November. At that Personnel Committee, elected officials spoke about a COLA for county employees in 2023, with 5% being one number discussed.

### New Business

John presented a draft of the millage budget for 2023. As a result of increased payroll spending, other budget lines were reduced to reflect annualized 2022 spending. Non-personnel spending is reduced by \$130,331. Jeff Moncrease moved to approve the budget as presented. Ben seconded the motion, which passed.

John presented proposals for a new for desktop computer, meeting the specs requested in September. Ben moved to purchase the 1 Terabyte machine. Stephanie seconded the motion.

John circulated a proposal to purchase an Owl 3. Having experienced them in action at several library meetings, John thinks it will solve a number of issues for hybrid meetings going forward. Jeff Moncrease moved to purchase the Owl 3. Ben seconded the motion, which passed.

Jeff Moncrease moved to adjourn at 6:13 PM. Ben seconded the motion. The meeting adjourned.



# Minutes for November 21, 2022

Jeff Whittingham called the monthly meeting of the Faulkner County Library board to order on November 21st, 2022, at 5:30PM. Present were board members Ben Thompson, Stephanie Vanderslice, Suzann Waggoner and Jeff Whittingham; as well as Director John McGraw, Assistant Director Deanna Dillon, and Network Administrator Christopher Bowen.

Minutes of the October 19th meeting were reviewed. Ben moved to approve the minutes as presented. Stephanie seconded the motion, which passed.

Summary Statements of Operations were reviewed. John noted that millage collection had already topped \$2,000,000 for the first time ever. Millage spending on costs associated with boiler replacement, but not covered by the Construction budget (Plumbing and Electrical, Parts and Repairs, Maintenance Contracts) need to be addressed, so John is asking the Budget Committee to allow moving money from Construction In Progress to those budget lines.

Statistical Reports and Programming were reviewed. John noted Teen Programming and Circulation surpassed 2021 totals.

Bookkeeper's Reports were reviewed. Deanna is reviewing how programming deposits and expenses were coded for the bookkeeper. John likely included December charges in the January report. In conclusion, programmers have more money than the report suggests. John stated that a Fines and Donation budget would be on the agenda in December. John noted that in-person payment of fines had shifted to online payments, which takes money from the Fines and Donation account and shifts those revenues to the Regional account.

Purchase Orders were reviewed. John highlighted Christopher's work to move Greenbrier, Mayflower, and Vilonia onto faster fiber internet and phones for less money. Stephanie asked about the Centennial payment, which is the variety of credit cards held by branches, programmers, and administration. Ben moved to approve the Purchase orders as presented. Stephanie seconded the motion, which passed.

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

Regional transactions were reviewed. Deanna highlighted Christopher's work to cut email costs in half going forward.

## Old Business

Budgets: Ben noted the news in the paper that the quorum court had approved pay and job title changes for our two new Children's Programmers. John reported that millage budgets were not happening yet, but there is talk that the usually lengthy proceedings would begin after Thanksgiving.

The Regional board met in October and approved a budget. That budget and the draft of the minutes of that meeting were included in supplemental material, as well as an email from the State Librarian that stated that state funding for libraries may soon increase by something like 75%. This would be an incredible opportunity for the Regional board to look at digital services before the state library's fiscal year begins in July. John mentioned a legal forms generator would be very helpful, but perhaps our partnership with the law library could expand in this direction instead.

### New Business

The Superior Custodial Contract would renew service for an additional \$50 per month. John reported that the quality of service is exceptional and the last time bids were sought, Superior was less than half of the next lowest bid. Stephanie moved to renew contracts with Superior Custodial for 2023. Ben seconded the motion, which passed.

The Datamax contract would renew service for largely the same price as 2022. There has been interest from Canon copiers to take over the contract. Discussions with Canon have produced a better relationship with the vendors of the coin units that serve both Canon and Datamax machines, and has resulted in more productive meetings with Datamax about issues on our end. Ben moved to renew the Datamax contract. Suzann seconded the motion, which passed.

John presented a microfilm cabinet which would replace the deteriorating one in Reference. John has searched for literal years before realizing custom made cabinets were the route to take. It is produced by Spectra Associates. Stephanie moved to purchase the cabinet. Suzann seconded the motion, which passed.

Deanna presented a proposal to upgrade the security system by adding some cameras and repositioning others to reflect changes in the use of spaces since the system was originally installed. Ben moved to approve the work. Stephanie seconded the motion, which passed.

Another outcome of the discussions with Canon was an assessment of the poster printer. The current one is still a workhorse at almost 10 years of service, but printer cartridges are becoming expensive and scarce. The proposed replacement is much cheaper to run and will function even without every cartridge running. Ben moved to purchase the replacement printer. Suzann seconded the motion, which passed.

Finally, an Overhead Camera proposal was submitted. Art classes have been gaining traction, as have food classes, and mounting webcams overhead have not provided the desired results. In addition, storytimes still use overhead projection for songs, with lyrics usually written out in longhand. The proposed camera would have immediate benefit for a variety of programs. Ben moved to approve the purchase of the overhead camera. Suzann seconded the motion, which passed.

Ben moved to adjourn at 6:16 PM. Stephanie seconded the motion. The meeting adjourned.

## **Minutes for December 19, 2022**

Stephanie Vanderslice called the monthly meeting of the Faulkner County Library board to order on December 19th, 2022, at 5:44PM. Present were board members Jeff Moncrease, Stephanie Vanderslice, and Suzann Waggoner; as well as Director John McGraw, and Assistant Director Deanna Dillon.

Minutes of the November 21st meeting were reviewed. Suzann moved to approve the minutes as presented. Jeff seconded the motion, which passed.

Summary Statements of Operations were reviewed. John reported that the Quorum Court will address shortfalls in the 2000s subsection tomorrow night. Revenue has exceeded \$2 million for the first time. Projections for 2023 say an additional \$110,000 is anticipated above 2022 projections.

Statistical Reports and Programming were reviewed. John noted that downloads exceeded circulation in Conway, which has happened rarely since the library reopened to the public. Adult programming will surpass 2022 totals by year's end.

Bookkeeper's Reports were reviewed.

Purchase Orders were reviewed. There were questions about John's reported travel reimbursement of \$7,027. That figure was amended to \$70.27. Jeff 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.

Regional transactions were reviewed. John pointed out that the Regional meeting is scheduled for January 25, and that the county meeting is tentatively scheduled for Martin Luther King Day and may need to be rescheduled. Jeff asked for a reschedule and the 23rd was agreed to. Jeff and Suzann agreed to serve on the Regional board in 2023. John will ask Ben or Jeff if they are available to serve.

### Old Business

Millage Budgets: The Quorum Court is addressing the transfers needed to conclude the 2022 year. The 2023 Budget is also being considered the same night. The court is also considering a COLA for county employees. Salaries for elected officials are increased some 23% in the 2023 budget, so the bottleneck that that created for Director's salary should be gone when raises may again be considered in May.

### New Business

John presented a Fines and Donations budget for 2023. Fines are increasingly paid online which goes to the Regional budget. Regional reimbursement increased, but revenue is down \$6,000. Use tax will be higher in 2023 to pay for the lockers acquired in 2022. There was discussion about the teen programming line and questions about bringing it up to match Adult and Children's programming. John said that there is ample carry-over. Jeff moved to increase those three budget lines to \$15,000 and pass the budget as amended. Suzann seconded the motion, which passed.

Service contracts were detailed. Service is the same as 2022, and cost differences were outlined. Jeff moved to renew contracts with existing providers for 2023. Suzann seconded the motion, which passed.

John presented a proposal from Arkansas Fence & Guardrail to re-stripe the parking lot. A vendor for this has been pursued for some time. Jeff moved to accept the bid. Suzann seconded the motion, which passed.

John presented the county's calendar of closures for 2023. John asked to have staff in-services on Good Friday and Columbus Day, and to add Juneteenth, which is a federal holiday. Jeff moved to approve the closure calendar for the library as amended. Suzann seconded the motion, which passed.

John presented two bids to replace the broken RFID gate at the northeast entrance. Deanna argued for the bid without installation costs and assured the board that she would handle installation. Jeff moved to approve the bid without installation. Suzann seconded the motion, which passed.

Jeff moved to adjourn at 6:15 PM. Suzann seconded the motion. The meeting adjourned.