

Van Buren County Library Board Meeting
January 15th 2020

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

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

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

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

Old Business:

Volunteer Packets:

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

New Board Member Ideas:

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

New Business:

Payment Status/budget change discussion:

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

Election thoughts and propositions on ways to rally supporters:

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

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

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

Andrea presented the upcoming events the library will be hosting.

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

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

Respectfully submitted:

Andrea Singleton

VBC Librarian

Phillip Ellis, Chairman



Van Buren County Library Board Meeting
February 12th 2020

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

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

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

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

Old Business:

Payment Made:

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

Flyer Distribution and Discussions:

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

New Business:

New Board Member Name Submitted to QC:

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

Feb 17th mandatory staff training for the region:

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

March 11th Board Trustee Training:

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

Andrea presented the upcoming events the library will be hosting.

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

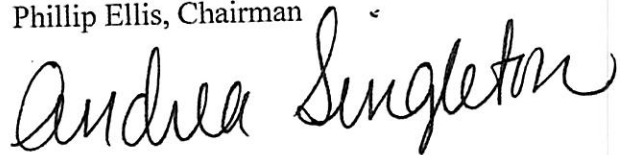
FYI: The next board meeting will be March 11th at 4pm.

Respectfully submitted:

Andrea Singleton

VBC Librarian

Phillip Ellis, Chairman

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

Minutes for March 11, 2020.

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

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

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

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

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

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

Old Business

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

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

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

New business

Election results and election processes were discussed.

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

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

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

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

Minutes for April 8, 2020.

Phillip Ellis called the monthly meeting of the Van Buren county library board to order on April 8, 2020, at 5PM. Board members Phillip Ellis, David Emmerling, and Kelly Tester were present, as well as Regional Director John McGraw. Joining by phone were board members Kristy Eastridge and Stephanie Treece.

Minutes of the March 11 meeting were reviewed. Kelly moved to approve the minutes. Stephanie seconded the motion, which passed.

The financial report was taken up. Phillip noted that payroll is 26% expended and supplies 14% expended. There was a question about the payment for FOIA request, which was to compensate staff for the time and materials needed to copy the video footage from the parking lot on election day. David moved to accept the financial report and expenditures. Stephanie seconded the motion, which passed.

Old Business:

Phillip reported that talks with Arvest had not progressed much. There was broad discussion about approaching other banks or attempting another ballot question.

There was a review of the issue around Andrea's pay. The February 2019 minutes indicate that the position was offered at \$25.24 per hour. The May 2019 minutes indicate the board elected to make the position a salaried position. The Quorum Court approved the 2020 budget. The county clerk indicated she would be willing to meet with the board to resolve any questions.

Board bylaws were taken up. Kelly moved to accept the bylaws as presented. Kristy seconded the motion, which passed.

New Business:

Staffing during the closure had been informed by county directives, which has since changed. At the time of the meeting the directive was to work normal schedules if possible. Kelly moved that the library offer limited curbside services Monday through Saturday on a skeleton crew based on willingness to work. Kristy seconded the motion, which passed.

John reported that the Regional board was meeting April 22. Email accounts for Van Buren county library board members is on the agenda.

There being no other business, the meeting adjourned at 5:22PM.

Minutes for May 20, 2020.

Phillip Ellis called the monthly meeting of the Van Buren county library board to order on May 20, 2020, at 4PM. Board members Phillip Ellis, and David Emmerling were present, as well as Regional Director John McGraw, Lisa Nelson, and Deborah Meyer. Joining by Zoom were board members Kristy Eastridge, Kelly Tester and Stephanie Treece, as well as Library Administratory Andrea Singleton

Minutes of the April 8 meeting were reviewed. David moved to approve the minutes. Stephanie seconded the motion, which passed.

Statistics were reviewed. There was a call for comments.

The financial report was taken up. David moved to accept the financial report and expenditures. Kelly seconded the motion, which passed.

Old Business:

Phillip reported that refinancing talks continue.

New Business:

Summer Reading programming would be online at least through June.

Services impacted by COVID19 were discussed. The need for computer access was highlighted as an unmet need. Policies for sanitizing machines and maintaining social distancing were discussed and the board recommended staff explore how to safely provide computer access. John suggested recommending masks on patrons. That issue was tabled until June.

The county's new Personnel manual was discussed. Existing leave accumulated would be grandfathered in, but going forward the library would be in compliance with county policy. John was asked about having a library benefits policy that exceeds the county's. John reported that Saline County had recently been faulted by Legislative Audit for this, and that at present state law mandates that county benefits are across the board, no more and no less.

There being no further business, David moved to adjourn. Kristy seconded the motion and the meeting adjourned at 5:22PM.

Minutes for June 10, 2020.

Stephanie Treece called the monthly meeting of the Van Buren county library board to order on June 10th, 2020, at 4:08PM. Board members Kristy Eastridge, David Emmerling, and Stephanie Treece were present, as well as Judge Dale James, Lisa Nelson, David Jeffries, and library administrator Andrea Singleton. Joining by Zoom were Kim Tyler, board member Kelly Tester, and Regional Director John McGraw.

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

Statistics were reviewed. Andrea reported up to 200 using curbside service per day.

The financial report was taken up. Kristy moved to approve the expenditures. David seconded the motion, which passed.

Old Business:

Judge James spoke on efforts to refinance the note for the library building. First Service has received requested information and is considering options.

Mark Whitmore, counsel for Association of Arkansas Counties, is meeting with Judge James about other options.

Plans for reopening the library were discussed. Judge James asked if the library would reopen under Phase 2, which the Governor announced earlier that day. John said Faulkner county may reopen to the public, but would discourage people lingering. Andrea spoke as to whether staffing would require adjustments to hours. Andrea reported that wifi had been extended further outside the building and other efforts to extend it were being pursued. Computer access had been provided as outlined at the May meeting. Sanitizing supplies are scarce and prices are high so any reopening plans are contingent on cleaning the building. John suggested quarantining returns could reduce the need for wipes. Andrea recommended continuing as is and revisit the question in July. Andrea asked if the meeting rooms should be reopened, as there were inquiries from the drivers testing. It was agreed that it was reasonable to ask testing staff to be responsible for cleaning restrooms after test-takers use them.

The library staff have reviewed the new Personnel policy, particularly leave policy. The library's policy manual needs to be rewritten to reflect county policy, and that rewritten policy will need board approval.

New Business:

Andrea spoke to the summer program calendar and the online offerings.

Lisa asked about the possibility of putting another ballot issue on the ballot to raise revenue. David expressed concern about the language of the March question and hoped a pro bono lawyer could draft something simpler.

David moved to adjourn. Kristy seconded the motion and the meeting adjourned at 4:58 PM.

Minutes for July 8, 2020.

Phillip Ellis called the monthly meeting of the Van Buren county library board to order on June 10th, 2020, at 4:08PM. Board members David Emmerling, Kelly Tester and Stephanie Treece were present, as well as Lisa Nelson, David Jeffries, library administrator Andrea Singleton and Regional Director John McGraw Board member Kristy Eastridge joined by Zoom.

Minutes of the June 10 meeting were reviewed. David moved to approve the minutes. Stephanie seconded the motion, which passed.

David asked about the phone bill. Andrea explained about the number of lines the library maintains for phone, internet, and alarm services, as well as e-rate refunding a great deal of the charges.

Statistics were reviewed. Curbside service is increasingly popular, both in Clinton and Damascus.

The financial report was taken up. The millage is running below 2019 collections, though the last two months have improved. Andrea highlighted that there is no path to making a full payment on the building in 2021 by austerity measures alone. There was discussion of collections on the voluntary tax, and the suggestion that it be promoted more on social media. Stephanie moved to approve the expenditures. Kelly seconded the motion, which passed.

Old Business:

Lacking any report from county officials on efforts to refinance the payment schedule, ballot options were discussed. David moved to pursue a quarter cent sales tax for ten years on the November general election ballot. Stephanie seconded the motion, which passed.

Plans for reopening the library were discussed. Reopening would likely result in reduced hours, as the numbers of staff especially vulnerable to the virus are high and any reopening plan would be labor intensive. It was agreed to continue as is for the present.

New Business:

The need to approve a room policy gave Andrea an opportunity to update the current policy. Andrea asked about instituting a cleaning fee for the duration of the virus outbreak. She promised to send the policy to the board members to review.

David Jeffries reported on the Friends of the Library meeting, and also said that the book sale table had brought in \$1,100. Sales, memberships, and grants had brought in a total of \$9,000 for the year.

There was discussion about expanding internet availability. Options discussed include a canopy over the patio area, wifi extenders for the parking lot, and a grant to get hotspots which could be checked out by patrons.

Phillip read a brief letter tendering his resignation from the board.

David moved to adjourn. Stephanie seconded the motion and the meeting adjourned at 5:04PM.

Minutes for August 12 2020.

David Emmerling called the monthly meeting of the Van Buren county library board to order on August 12th, 2020, at 5:06PM. Board members Kristy Eastridge, David Emmerling, Kelly Tester and Stephanie Treece were present, as well as library administrator Andrea Singleton, Regional Director John McGraw, Lisa Nelson, Kim Tyler, and Vicki Carver.

Stephanie nominated David to chairman. Kelly seconded the motion, which was approved.

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

Old Business:

Plans for reopening the library were discussed. Andrea said it could be possible to staff a single day per week to be open to the public. Wifi extenders were discussed but it was agreed that there is no good sense of demand until school starts. The board asked for a plan to reopen one day per week by September 10.

Andrea presented the new meeting room policy. Comments included the need to come up with COVID protocols for the maximum number of attendees.

Kelly moved to approve the policy as presented. Stephanie seconded the motion, which was approved.

Statistics were reviewed. Curbside service is increasingly popular, both in Clinton and Damascus.

The financial report was taken up. Stephanie moved to approve the expenditures. Kristy seconded the motion, which passed.

New Business:

Vicki Carver spoke to everyone about her background and her interest in being on the board. Stephanie moved to recommend her to Judge James for appointment. Kristy seconded the motion, which passed.

A side discussion about the meeting time led the board to agree that 4PM is a difficult start time. Stephanie moved to begin board meetings at 4:30PM. Kelly seconded the motion, which passed.

Andrea discussed the findings of the legislative audit. All of the findings were supplemental findings, and had been reflected in past audits. Efforts had been made where possible to make library practices more amenable to a quick and easy audit.

Andrea discussed upcoming issues, including making a 2021 budget in the absence of information about refinancing.

Stephanie moved to adjourn. Kelly seconded the motion, and the meeting adjourned at 6:21PM.

Minutes for September 8, 2020.

David Emmerling called the monthly meeting of the Van Buren county library board to order on September 8th, 2020, at 4:33PM. Board members Kristy Eastridge, David Emmerling, Kelly Tester and Stephanie Treece were present, as well as library administrator Andrea Singleton, Regional Director John McGraw, Lisa Nelson, and board member nominee Vicki Carver.

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

Financial report was taken up. Stephanie moved to approve the expenditures. Kristy seconded the motion, which passed.

Old Business:

Protocols for opening to the public were reviewed. The library will be open on Thursdays. External and internal doors will remain locked and will be opened by staff to admit patrons. A table in the lobby is set up for staff to screen entrants.

Vicki's nomination has been sent to the judge but it did not come up at the Quorum Court meeting. The nomination has been sent to Pam's attention in hopes of getting a vote next month.

Budget discussions centered on the question of how much lease financing would be required of the library, word-of-mouth news about the county's plans for the debt service and the building. Andrea circulated some projections of minimal budget requirements.

New Business:

Stephanie moved to adjourn. Kelly seconded the motion, and the meeting adjourned at 5:09 PM.

Minutes for October 14, 2020.

Kristy Eastridge called the monthly meeting of the Van Buren county library board to order on October 14th, 2020, at 5:08PM. Board members Vicki Carver and Kristy Eastridge were present, as well as Friends of the Library President David Jeffries, Regional Director John McGraw, and Lisa Nelson. Board member Kelly Tester joined the meeting by Zoom.

Minutes of the September 8 meeting were reviewed. Vicki moved to approve the minutes. Kristi seconded the motion, which passed.

Financial report was taken up. It was noted that the Workman's Compensation line is in the red. Vicki noted the number of budget lines with no funds appropriated to them and asked if they were necessary in future budgets. Kristy moved to approve the expenditures. Vicki seconded the motion, which passed.

Old Business:

Budget discussions centered on Andrea's proposals. Vicki moved to send the proposal to the Budget committee of the Quorum Court. Kelly seconded the motion, which passed.

Reopening discussions centered on staffing. Would adding a day require additional hours, and if so, from whom? David asked if there was evidence of traffic sufficient to shave hours off of curbside-only days to staff another day open to the public. Kelly moved to reopen on Mondays from 2PM to 6PM and cut Saturday hours to 10am to 2PM, beginning November 2nd. Vicki seconded the motion, which passed.

New Business:

First Service Bank, there is a need to get the signing statement updated. John recommended all board members be authorized to sign.

First Security provides the credit card, which might be discontinued if need be. No action was taken on either bank.

Discussion of online banking involved authorizing Quicken to connect to the account. Kristy moved to authorize online connection to the account via Quicken. Vicki seconded the motion, which passed.

Andrea has been confined to home by her doctor, but would like the board's permission to do some work from home. Kristy moved to allow Andrea to work from home pending doctor's approval. Kelly seconded the motion, which passed.

Vicki moved to adjourn. Kelly seconded the motion, and the meeting adjourned at 6:05 PM.

Minutes for November 11, 2020.

David Emmerling called the monthly meeting of the Van Buren county library board to order on November 11th, 2020, at 5:35PM. Board members Vicki Carver, Kristy Eastridge, Kelly Tester, and Stephanie Treece were present, as well as Friends of the Library President David Jeffries, FOL Vice-President Heidi Kottke, Regional Director John McGraw, Lisa Nelson, and Joye Hawk.

Minutes of the October 14 meeting were reviewed. Stephanie moved to approve the minutes. Kelly seconded the motion, which passed.

Financial report was taken up. There was a side discussion of the budget approved last month, specifically budget lines in the Personnel subsection left blank. Lisa advised that those are nondiscretionary and are filled in by the county. Questions arose about the budget for internet versus the expenditure. Lisa and John explained that erate is a subsidy to refund a majority of internet bills, but the initial bills must be paid. John was asked whether there are costs for belonging to the Region. John responded that, on the contrary, 5% of Regional aid is paid to the county for discretionary spending. Also since the collections are shared, the book budget might be the softest target if the board has to make more cuts outside of Personnel. David Jeffries stated that the layout makes it difficult to decipher balances. Stephanie moved to approve the expenditures. Kristy seconded the motion, which passed.

Old Business:

Asked about the signing statement, Lisa said she would have it for the November meeting

New Business:

Joye Hawk introduced herself and offered to join the board when Stephanie's term expires in January. The board voted by acclamation to forward her name to Judge James for approval by the quorum court.

John asked for someone to serve a two-year term on the Regional board. Kristy has just completed her term, and Kelly will be the chair in 2021. The Regional board meets quarterly and makes decisions about state aid: frequently the digital tools and digital collection, but also the courier and Summer reading programs. Vicky volunteered and the board voted by acclamation to approve her representing them in January.

Lisa broached the subject of Christmas bonuses for staff. David Emmerling said that was not in the board's jurisdiction. David Jeffries said that while Friends of the Library

had done that in the past, it was not where Friends presently wanted to direct their support.

In the absence of reports from county officials, David shared discussions he had had about reducing the library's debt service to \$150,000, with the county picking up the other \$180,000.

David asked that the library revisit previously approved plans to extend wifi to the parking lot. An approved plan had bogged down with other cabling needs, but the board reaffirmed spending up to \$2000 to extend wifi signals to the parking lot. Lisa suggested that erate might assist there as well.

Stephanie moved to adjourn. Vicki seconded the motion, and the meeting adjourned at 6:25 PM.

Minutes for December 11, 2020.

David Emmerling called the monthly meeting of the Van Buren county library board to order on November 11th, 2020, at 5:06PM. Board members Kristy Eastridge, David Emmerling, Kelly Tester, and Stephanie Treece were present, as well as incoming board member Joye Hawk, Regional Director John McGraw, Lisa Nelson, and Joye Hawk.

Minutes of the November 11 meeting were reviewed. Kelly moved to approve the minutes. Stephanie seconded the motion, which passed.

Statistics were reviewed. A sum at the bottom of the column for the balance in the discretionary fund was erroneously inserted.

Financial report was taken up. Stephanie moved to approve the transactions. Kristy seconded the motion, which passed.

Old Business:

Asked about the 2021 budget, Lisa said the Quorum Court had approved it..

First Service bank can add board members as signatories to the library account via email.

Joye reported that she had been approved by the Quorum Court, but had not been sworn it yet. David covered the history of the lease for Joye, outlining the board's responsibility and the county government's responsibility.

New Business:

Lisa broached the subject of Christmas bonuses for staff. David Emmerling said that was not in the board's jurisdiction.

The board thanked Stephanie for her service on the board.

Kelly moved to adjourn and the meeting adjourned at 5:25 PM.