

## **Minutes for Executive Board Meeting**

**January 5, 2021**

**11:00 am**

Van Buren County Library, Clinton AR

David Emmerling – Chairman of the Board, called the meeting to order at 11:02 a.m. The following members were in attendance: David Emmerling, Kelly Tester, Vicki Carver in person, and Joye Hawk and Kristy Eastridge were conferenced via telephone. Also, Judge Dale James attended via telephone for the first 10 minutes.

Judge Dale James was apprised of the Board's decision with regards to the suspension of Lisa Nelson for 30 days – without pay, as well as how the Board would facilitate Debra Myer's obtaining her personal personnel file. Furthermore, Judge Dale James ensured the Board that the payment for the Van Buren County mortgage payment would be made or possible had already been paid. Judge Dale James commended the Board on the handling of the issue between Lisa Nelson and Debra Myer – stating that “the Board responded appropriately in this matter and appreciated the comfort in knowing the matter had been addressed, well done.”

It was agreed that Lisa Nelson and Debra Myer would be personally contacted to review the Board's recent decisions.

Afterwards, Judge Dale James exited the meeting.

Discussions began about filling the position of Interim Director. It was decided that the Board would hire an Interim Director on a temporary basis for 90 days.

Reviewed a resume from Ms. Adiago Bernstein, discussed her qualification and experience.

After discussions, it was decided to personally meet with Ms. Bernstein, she was contacted and joined the meeting in person.

Ms. Bernstein was asked to expound on her experience and qualifications, Board members were allowed to ask several questions throughout the interview. Board discussed some of the personnel issues that she would inherit, hypothetically, she was given an opportunity to expound on the ways that she would be able to build a cohesive team and unite staff. She was given the information that the position is temporary for a period of 90 days, so that the position for permanent Director to be advertised in order to fill the position with best qualified applicant. Afterwards, Ms. Bernstein exited the meeting.

The Board decided to offer Ms. The temporary position of Interim Director with a starting salary of \$15.00 an hour 40 hours a week for 90 days.

David Emmerling would personally contact Ms. Bernstein with the offer.

Further discussion about contacting Pam Bradford for clarification of a benefits package.

Motion was made by Vicki Carver to adjourn, seconded by Kelly Tester.

Adjourned 11:52 a.m.

## **February 10, 2021**

David Emmerling called the monthly meeting of the Van Buren county library board to order on February 10, 2021, at 5:10PM. Board members Kristy Eastridge, David Emmerling, and Kelly Tester were present, as well as Interim Director Augie Bernstein, Deb Meyer, and Friends of the Library President David Jeffries. Joining by phone and Zoom were board members Vicki Carver and Joye Hawk, as well as Regional Director John McGraw.

Minutes of the January 13 meeting were reviewed. Kelly moved to approve the minutes. Kristy seconded the motion, which passed.

Statistics were reviewed.

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

### **Old Business:**

Andrea's return to work and resignation dates were discussed. The need for a subcommittee to search for a permanent replacement was discussed. A committee consisting of Vicki Carver, Joye Hawk, and John McGraw was tasked with conducting the broader search and bringing one or two candidates before the full board. Compensation would range between \$15 and \$17 per hour, depending upon past experience.

### **New Business:**

Augie presented a bid from VSC to inspect the fire alarms. Kelly moved to accept the VSC bid. Kristy seconded the motion, which passed.

Augie asked about opening an additional day to the public. Alternatives included opening a half-day. The board agreed by acclamation to leave that to her discretion. Reopening Damascus to some extent was likewise discussed and left to the Administrator's discretion.

Issues with the fire doors were discussed.

Kelly moved to go into executive session to discuss disciplinary action for an employee. Joye seconded the motion, which passed. Kelly would later move to exit the executive session. Kristy would second the motion, which passed. Joye moved to seek a resignation, and to terminate employment if no resignation was made. Vicki seconded the motion, which passed. John asked the board to consider the Regional bylaws' Article 1 ahead of the February Regional board meeting. Vicki moved to recommend the board amend membership to three members from each county. Kelly seconded the motion, which passed.

Kelly moved to adjourn and the meeting adjourned at 6:27 PM.

### **March 10, 2021**

David Emmerling called the monthly meeting of the Van Buren county library board to order on March 10, 2021, at 4:58PM. Board members Vicki Carver, Kristy Eastridge, David Emmerling, Joye Hawk and Kelly Tester were present, as well as Interim Director Augie Bernstein, Deb Meyer, and Regional Director John McGraw.

Minutes of the February 10 meeting were reviewed. The board noted that Andrea's last day on payroll is March 11th. Augie reported that all keys, equipment, cards and everything is in hand. Asked about the wifi extension, Deb said bids are still being taken. John announced that Faulkner county had hosted Van Buren county staff on a day of cataloging training, and hoped that might be revisited soon. Vicki told the board that the search committee had received eight applicants for the library administrator position. Three interviews are scheduled for the following Wednesday. The hope is to have two finalists to present to the whole board. Vicki moved to approve the minutes. Kelly seconded the motion, which passed.

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

#### **Old Business:**

There was a call for any old business.

#### **New Business:**

Augie recommended reopening on Wednesdays all day starting on March 24. Damascus would reopen on Tuesdays. There was discussion about reopening the meeting room with some adjustments for CDC recommendations about group meeting facilities.

David suggested a virtual run fundraiser, to be held in May. There was discussion about the lead time to get sponsors and produce a shirt. Vicki moved to pursue the fundraiser as described. Kelly seconded the motion, which passed.

Vicki moved to adjourn and the meeting adjourned at 5:53 PM.

### **April 14, 2021**

David Emmerling called the monthly meeting of the Van Buren county library board to order on March 10, 2021, at 5:00PM. Board members Vicki Carver, Kristy Eastridge, David Emmerling, Joye Hawk and Kelly Tester were present, as well as Interim Director Augie Bernstein, Shauna Rushing, Deb Meyer, Friends of the Library President David Jeffries, and Regional Director John McGraw.

Vicki moved to go into Executive Session for the purpose of interviewing two finalists selected by her subcommittee for the Library Administrator position. Kelly seconded the motion, and the board voted to go into Executive Session. Interviews with Shauna Rushing and Augie Bernstein were conducted. Vicki Carver moved to return to regular session. Joye seconded the motion, which passed.

Minutes of the March 10 meeting were reviewed. The March minutes stated the Friends of the Library had given \$10,000 toward debt service, but that question was discussed without coming to a vote. Vicki moved to approve the amended minutes. Kristy seconded the motion, which passed.

Old Business:

There was a call for any old business.

New Business:

Vicki moved to offer the Library Administrator position to Augie Bernstein and pay her at the salary budgeted for 2021. Kelly seconded the motion, which passed.

Financial report was taken up. Augie noted that she needed to amend the Law Library financials and would send that out the following day.

Augie asked the board about adding a part-time worker. After some discussion, Vicki moved to add a part-time position. Kelly seconded the motion, which passed.

Yearbook ads were discussed for Clinton, Shirley, and Southside. Kelly moved to approve up to \$300 for yearbook advertising. Joye seconded the motion, which passed.

Kelly moved to adjourn and the meeting adjourned at 6:29 PM.

### **May 12, 2021**

Kelly Tester called the monthly meeting of the Van Buren county library board to order on May 12, 2021, at 5:05PM. Board members Vicki Carver, Kristy Eastridge, Joye Hawk and Kelly Tester were present, as well as Library Administrator Augie Bernstein, Deb Meyer, Friends of the Library President David Jeffries, and Regional Director John McGraw.

Minutes of the April 14 meeting were reviewed. Vicki moved to approve the minutes. Kristy seconded the motion, which passed.

Old Business:

There was a call for any old business. Vicki asked for clarification on monthly vs. quarterly meetings. John stated that Arkansas statute provides for monthly meetings of county library boards & promised to provide particulars to the board.

Augie reported that plans to do yearbook ads in all the schools had not happened as two schools had already gone to press.

New Business:

Financial report was taken up. Augie noted that attendance was up in April.

Augie reported she was about to post the job opening for part-time help soon.

There was a question about how the law library was funded and what those funds could address.

The library is funded by the county attorneys who need access to a law collection. It can be to purchase print volumes or a database or whatever is deemed necessary. The funds can be spent to maintain the law library, which can mean it funds an accessible building by way of utilities.

Vicki moved to approve the financial transactions. Kristy seconded the motion, which passed.

Deb Meyer asked to read a written request from a volunteer to be cleared for work at the front desk. John stated his understanding of the state statute of patron record privacy prevents anyone but library staff from accessing patron records. He promised to send the actual statute around later.

There was a question about Damascus. Augie reported it was again open 5 days per week.

John asked if ARPA grants to libraries could be discussed. Van Buren county is set to get \$16,000 in one-time grant money. There are some broad areas the grant is meant to support, but they include past agenda items such as wifi expansion and computer replacements.

Augie announced the next board meeting is June 9th. John announced the Regional board meeting in April did not convene for lack of a quorum. It is rescheduled for May 26th.

There was a discussion of the Fun Run, which earned some \$3500.

Kristy moved to adjourn and the meeting adjourned at 5:44 PM.

## **June 9, 2021**

David Emmerling called the monthly meeting of the Van Buren county library board to order on June 9, 2021, at 5:05PM. Board members Kristy Eastridge, David Emmerling, Joye Hawk and Kelly Tester were present, as well as Manager of Library Development at the Arkansas State

Library Jennifer Wann, Library Administrator Augie Bernstein, Deb Meyer, Friends of the Library President David Jeffries, and Regional Director John McGraw.

Minutes of the May 12 meeting were read. Kelly moved to approve the minutes. Kristy seconded the motion, which passed.

Old Business:

There was a call for any old business. Augie reported that she had submitted a proposal to use \$13,900 of the ARPA grant award.

New Business:

Financials were taken up. Augie pointed out attendance and circulation numbers continue to climb. Sheila Pearson--a part-time staff member--has been hired. Kristy moved to approve the financials. Kelly seconded the motion, which passed.

The next meeting was announced for July 14th.

With no further business, David turned things over to Jennifer Wann to conclude the meeting with board orientation.

Board orientation focused on the roles of the board and director. There were discussions of the interaction of each with the quorum court. There was question as to whether the county's insurance with AAC covers the library board. The board was advised to review some policies periodically.

The meeting adjourned at 6:18 PM.

## **July 14, 2021**

David Emmerling called the monthly meeting of the Van Buren county library board to order on July 14, 2021, at 5:06PM. Board members Kristy Eastridge, David Emmerling, Joye Hawk and Kelly Tester were present, as well as Library Administrator Augie Bernstein, Friends of the Library President David Jeffries, and Regional Director John McGraw.

David announced that Vicki Carver had resigned for the board for health reasons.

Minutes of the June 9 meeting were read. Kelly moved to approve the minutes. Kristy seconded the motion, which passed.

**Old Business:**

There was a call for any old business. There was a question about the wifi extension the board had approved. Augie said she believed it was coming next month.

**New Business:**

Financials were taken up.

Attendance continues to climb as Summer Reading kicks off. There were questions about what constitutes "normal" average attendance.

There were questions about commissions taken on tax revenue collections.

John asked about general supplies running ahead of forecast. Augie said that as long as the subsection was in the black, it was manageable. This might mean scaling back book purchasing for the rest of the year.

Kristy moved to approve the financials. Joye seconded the motion, which passed.

Augie reported that the newly hired part-time worker had taken another job, and she intends to review other applicants for a replacement.

Augie said the library could resume Friday hours. The board left that to her discretion.

John previewed agenda items for the Regional board meeting. The system currently has a policy on two fixed fine amnesty periods. John recommends that the policy allow more flexibility and allow county boards to create other amnesties as needed. Last year when buildings were shut a digital card was cobbled together but it created numerous problems. A better process for authenticating applicants was needed to restart the program, which needs the Regional board's blessing.

The next meeting of the Regional board is July 28 in Clinton. The next meeting of the county board is August 11. Some board members will participate by phone.

Kristy moved to adjourn, and Joye seconded the motion. The meeting adjourned at 5:57 PM.

**August 11, 2021**

David Emmerling called the monthly meeting of the Van Buren county library board to order on August 11, 2021, at 5:01PM. Board members Kristy Eastridge and Kelly Tester joined by Zoom. Joining David were Deborah Meyer, Friends of the Library President David Jeffries, and Regional Director John McGraw.

Minutes of the July 14 meeting were read. Kristy moved to approve the minutes. Kelly seconded the motion, which passed.

**Old Business:**

There was a call for any old business.

**New Business:**

Deb said the ECF grant deadline is fast approaching. The library is asking for funding for 4 to 6 Chromebooks, 6 ipads, and 6 Kindles.

The first half of the ARPA grant has been received.

Work continues on a Humanities grant application.

The HVAC interface is inpenetrable. An online Zoom instruction session will cost \$300 but allow staff to use the system.

Financials were taken up. Kelly moved to approve the financials. Kristy seconded the motion, which passed.

The next meeting of the Regional board is August 25 in Clinton. The July meeting had not happened due to a lack of a quorum. John mentioned that Van Buren needed to designate another representative to the Regional board to replace Vicki Carver. There was interest in conducting the meeting by phone. John said he could set up a Zoom meeting with phone-in options.

Kelly moved to adjourn. The meeting adjourned at 5:11 PM.

**September 8, 2021**

David Emmerling called the monthly meeting of the Van Buren county library board to order on September 8, 2021, at 5:17PM. Board members Kristy Eastridge, David Emmerling, David Jeffries and Kelly Tester were present, as well as Deborah Meyer, Kim Tyler and Regional Director John McGraw.

Minutes of the August 11 meeting were read. Kelly moved to approve the minutes. Kristy seconded the motion, which passed.

**Old Business:**

The instructional program on the HVAC system remains a need.

The library won a \$20,000 Humanities grant. This should purchase 1 kids' computer, 2 hard-drives for cameras, 2 external hard-drives, and copier paper.

The ECF grant is still pending.

Wifi has been extended throughout the parking lot. The need to advertise it to the local press was discussed.



New Business:

Deb is working with John to put together a budget proposal for 2022. This will be circulated in advance of the October meeting so that it can be taken up at that meeting.

Staffing was discussed.

Financials were taken up. David Jeffries moved to approve the financials. Kristy seconded the motion, which passed.

The next meeting of the Regional board is September 29 in Clinton. The August meeting, like the July meeting, had not happened due to a lack of a quorum. John said he could set up a Zoom meeting with phone-in options.

The next county board meeting is October 13.

David moved to adjourn. The meeting adjourned at 5:59 PM.

### **October 13, 2021**

David Emmerling called the monthly meeting of the Van Buren county library board to order on October 13th, 2021, at 5:10PM. Board members Kristy Eastridge, David Emmerling, Joye Hawk, David Jeffries, and Kelly Tester were present, as well as Christopher Bowen, Deborah Meyer and Regional Director John McGraw.

The board went into Executive Session. Kelly moved to return to open session. Kristy seconded the motion, which passed.

Minutes of the September 8 meeting were reviewed. John suggested amending the minutes to reflect that Kim Tyler attended. Kelly moved to approve the minutes as amended. Kristy seconded the motion. The minutes were approved as amended.

#### **Old Business**

Deb described Harrison's efforts to get the staff control over the HVAC system. An interface has been set up, but it is not a secure website. Harrison recommends purchase of the app. Harrison may not be a good candidate to service the system as they no longer work on Trane products.

Deb summarized progress on multiple grants.

- iMacs and iPads purchased with the ARPA grant are on the way. Progress report due this week has been submitted, which will release the remainder of the funds.
- Humanities grant is funding purchase of an AWE station for early literacy. Security camera hard-drives and computer cartridges are still being priced.
- A commitment letter for ECF grants has been received. Deb is investigating whether funds reimburse for costs or are received in advance.
- A proposal for developing an outdoor space and sidewalk to connect it to the parking lot were sent to the state library for a grant proposal.

#### **New Business**

Management of the library was discussed. The board commended Deb for the work she has

done in the absence of the Library Administrator. Kelly moved to name Deb Assistant Director, a full time position paying \$13 per hour. Kristy seconded the motion, which passed. Kelly moved that Kim Tyler and Hannah Bixler receive raises to \$12 per hour in recognition of the larger work share they have taken on. Kristy seconded the motion, which passed. The 2022 Budget was taken up. Reducing the internet budget line to reflect current costs allows for funding a cellphone. Maintenance contracts line is increased. Kelly moved to approve the budget as amended. David Jeffries seconded the motion, which passed. The board discussed the need for Deborah to have access to the library bank accounts in order to handle the library's financial affairs. John recommended a signing statement to accompany meeting board minutes communicating the board's wishes. Kelly moved that the board resolve that Deborah is managing the library's financial affairs and needs access to the bank accounts. David Jeffries seconded the motion, which passed. John offered that he has a signing statement resolution used to add board members that can easily be retooled. Library financial transactions were taken up. David Jeffries moved to approve the financials as presented. Joye seconded the motion, which passed. The next Regional meeting is October 27th in Conway. The 2022 Regional budget will be discussed. Kelly requested a Zoom option. The next Van Buren county board meeting is November 10th. Kristy moved to adjourn. The meeting ended at 6:00PM.

#### New Business

Two bids for HVAC service were considered. David Emmerling moved to accept the Trane bid, paid immediately in two equal parts from the Law Library and Millage funds. Kelly seconded the motion, which passed.

Library financial transactions were taken up. Joye moved to approve the financials as presented. Kristy seconded the motion, which passed.

Staffing issues were discussed, including advertising for the Library Director vacancy. A part-time position at 24 hours per week will be advertised as well.

American Rescue Plan grants to the county may be another source for the projects (Sidewalk, gazebo, shelving) disallowed by the state-level grants in October.

Tokens of recognition of departed and departing board members were discussed.

John asked for volunteers for a hiring committee for the Library Director position. Kelly and David Jeffries volunteered to serve.

The next Van Buren county board meeting is December 8th.

The next Regional meeting is January 26th in Clinton.

Kelly moved to adjourn. The meeting ended at 6:14PM.

## **November 10, 2021**

David Emmerling called the monthly meeting of the Van Buren county library board to order on November 10th, 2021, at 5:02PM. Board members Kristy Eastridge, David Emmerling, Joye Hawk, David Jeffries, and Kelly Tester were present, as well as library volunteer Mark Whitson, interim Director Deborah Meyer and Regional Director John McGraw.

Minutes of the October 13 meeting were reviewed. David Jeffries moved to approve the minutes as presented. Kelly seconded the motion. The minutes were approved.

### **Old Business**

Deb gave updates on multiple grants

- iMacs and iPads purchased with the ARPA grant are on the way.
- Humanities grant is funding purchase of an AWE station for early literacy.

- Chromebooks ordered for ECF grants, Kindles have come in.
- The state had disallowed the sidewalks and gazebo for ARP grants.

### New Business

Two bids for HVAC service were considered. David Emmerling moved to accept the Trane bid, paid immediately in two equal parts from the Law Library and Millage funds. Kelly seconded the motion, which passed.

Library financial transactions were taken up. Joye moved to approve the financials as presented. Kristy seconded the motion, which passed.

Staffing issues were discussed, including advertising for the Library Director vacancy. A part-time position at 24 hours per week will be advertised as well.

American Rescue Plan grants to the county may be another source for the projects (Sidewalk, gazebo, shelving) disallowed by the state-level grants in October.

Tokens of recognition of departed and departing board members were discussed.

John asked for volunteers for a hiring committee for the Library Director position. Kelly and David Jeffries volunteered to serve.

The next Van Buren county board meeting is December 8th.

The next Regional meeting is January 26th in Clinton.

Kelly moved to adjourn. The meeting ended at 6:14PM

### **December 8, 2021**

David Emmerling called the monthly meeting of the Van Buren county library board to order on December 8th, 2021, at 5:08PM. Board members Kristy Eastridge, David Emmerling, Joye Hawk, David Jeffries, and Kelly Tester were present, as well as library volunteer Mark Whitson, interim Director Deborah Meyer and Regional Director John McGraw.

Minutes of the November 10 meeting were reviewed. Two instances of "Library Administrator" were corrected to "Library Director". Joye moved to approve the minutes as amended. David Jeffries seconded the motion. The minutes were approved.

Library financial transactions were taken up. Some issues with the report were cleared up, the balance with the Treasurer being closer to \$236,284. Damascus had 200 checkouts. Joye moved to approve the financials as amended. Kristy seconded the motion, which passed. Deb mentioned the need to do reconciliations on the Discretionary account. John volunteered to assist.

#### Old Business

Deb gave updates on part-time hiring. She expressed interest in hiring one or two people. Many applications have come in. Interviews will begin after the 15th.

#### New Business

After a brief discussion of holiday closings in 2022, the board agreed by acclamation to delegate that to the Director.

There was discussion of 3D printing. John said he believed that there exists a board-approved policy and pricing scheme. He would circulate whatever he could find and the board could review it to see if any updates are needed at this time.

The next Van Buren county board meeting is January 12th.

The next Regional meeting is January 26th in Clinton.

David Jeffries moved to adjourn. The meeting ended at 5:52PM.