

# **Van Buren County Library Board Minutes (2022)**

## **Minutes for January 12, 2022**

Kelly Tester called the monthly meeting of the Van Buren county library board to order on January 12th, 2022, at 5:04PM. Board members Joye Hawk, David Jeffries, and Kelly Tester were present, as well as Tracey Hastings, library volunteer Mark Whitson, interim Director Deborah Meyer and Regional Director John McGraw. Board member David Emmerling joined the meeting by phone.

Minutes of the December 8 meeting were reviewed. David Emmerling moved to approve the minutes as presented. Joye seconded the motion. The minutes were approved.

Library financial transactions were taken up. David Emmerling asked for prior months' millage collections on the spreadsheets for the board. David Emmerling moved to approve the financials as amended. David Jeffries seconded the motion, which passed.

### Old Business

Trane had completed an inspection of the HVAC system as part of their service agreement, and had identified \$1700 in repairs needed. David Jeffries moved to approve the repairs. Joye seconded the motion, which passed.

The CARES Act grant had disallowed most of funding requests, but book lockers and PPE were funded. A bidding process had settled on Touch Access lockers. It would be necessary to pay for electrical work to run power to the lockers, which could not be paid out of grant funds. NABCO will be doing the electrical work. The quorum court will have appropriating the money on its January agenda.

John reported that no one had inquired about or applied for the Director vacancy. The board asked Deborah to advertise the vacancy locally.

### New Business

Tracy Hastings introduced herself as a candidate for a board position. She asked questions about the board's responsibilities, the Director's responsibilities, and expressed a willingness to serve. Deborah offered to forward her name to the county judge. There was a discussion about getting a swearing-in ceremony for her and David Jeffries.

There was discussion about the possible sources of funding for an outbuilding. Friends of the Library and the quorum court were among those mentioned.

Nominations for Board Chair were opened. David Emmerling was nominated for another term by David Jeffries. Joye seconded the motion. No other candidates were advanced and David was approved unanimously.

Deborah confirmed that staff earning minimum wage saw salaries increase to \$12/hour.

The next board meeting is February 9th, rather than the 16th as the agenda states. John asked for three representatives to the Regional board. Tracy, Joye, and Kelly volunteered. The first Regional board meeting is January 26th in Clinton. A Zoom link was requested.

David Emmerling asked that future meeting dates be included in the minutes. Those dates are:  
County board: February 9, March 9, April 13, May 11, June 8, July 13, August 10, September 14, October 12, November 9, December 14.  
Regional board: January 26, April 27, July 27, October 26.

David Jeffries moved to adjourn. The meeting ended at 5:44PM.

## **Minutes for February 9, 2022**

Kelly Tester called the monthly meeting of the Van Buren county library board to order on February 9th, 2022, at 5:00PM. Board members Tracy Hastings, David Jeffries, and Kelly Tester were present, as well as County Judge Dale James, Deanna Dillon, interim Director Deborah Meyer and Regional Director John McGraw. Board member David Emmerling joined the meeting by phone.

Judge James administered the oath of office to Tracy Hastings and David Jeffries, and spoke briefly on the value of the library to the community.

Minutes of the January 12 meeting were reviewed. David Jeffries moved to approve the minutes as presented. David Emmerling seconded the motion. The minutes were approved.

Library financial transactions were taken up. Kelly asked about full- and part-time salary lines. John confirmed that part-time salaries were on track to go over budget by year's end. In the absence of a permanent Director, the full-time salaries line can provide the funds to cover the overage. A similar situation occurred late in 2021. It was noted that one of the two part-time staff

hired in December had left, so February part-time salaries would be less. David Emmerling moved to approve the financials as amended. David Jeffries seconded the motion, which passed.

#### Old Business

Deborah reported that \$1,900 had been paid to NABCO to provide electricity to the future site of the CARES Act grant lockers.

Trane had completed repairs and maintenance on the HVAC system. The cost had come to \$1,700.

Deborah asked for guidance on the First Security account. She recommended closing the account or using the money to replace computers or fund Summer Reading Club activities.

The CARES Act grant lockers have been partially paid for. \$2,100 of the budgeted \$10,000 has been spent to get fabrication started. There is no date as yet for shipping.

There has been one candidate express interest in the Director position. There were concerns about the lack of library experience and the commute. The board directed that the position be re-advertised.

#### New Business

Deborah requested aligning copy and fax charges in line with Faulkner County rates: \$.50 per page for faxes, \$.10 per page for black and white prints, \$.70 per page for color prints. The hope is that reduced rates would increase rates and make the library competitive. It would also assist people struggling with the costs as they presently stand. David Jeffries moved to reduce copy and fax charges to the proposed rates. David Emmerling seconded the motion, which was approved.

The meeting room policy was discussed. There were questions as to whether a lawyer taking depositions counted as a commercial entity or not.

There was discussion of updating signing privileges and account access privileges for the library account at First Service. John and Deanna outlined recent struggles to get Deanna onto accounts when she was named Assistant Director in Faulkner County. John recommended a resolution by the board be entered into the official minutes. Tracy moved to add Deborah Meyer as Interim Director to all library accounts, including First Service. David Emmerling seconded the motion, which passed unanimously.

Deborah mentioned that Van Buren staff were going to meet at the Twin Groves Public Library on Friday, February 11th, to discuss the Summer Reading Programming for both counties. On February 21st, they are attending training in Conway.

The Friends of the Library next meet on March 1.  
The next county board meeting is March 9.  
Regional board meets again on April 27

David Jeffries moved to adjourn. The meeting ended at 5:56PM.

## **Minutes for March 9, 2022**

Kelly Tester called the monthly meeting of the Van Buren county library board to order on February 9th, 2022, at 5:14PM. Board members Tracy Hastings, David Jeffries, and Kelly Tester were present, as well as interim Director Deborah Meyer and Regional Director John McGraw. Board members David Emmerling and Joye Hawk joined the meeting by phone.

Minutes of the February 9 meeting were reviewed. David Jeffries moved to approve the minutes as presented. David Emmerling seconded the motion. The minutes were approved.

Library financial transactions were taken up. Damascus financials are an estimate while Karen is unavailable. David Emmerling moved to approve the financials as amended. David Jeffries seconded the motion, which passed.

Deborah reports access to the accounts at First Security are awaiting some paperwork signed by David Emmerling.

### Old Business

John reports someone from Fairfield Bay applied for the Director position. As it was not received by all members of the committee, John promised to re-send the application as soon as possible.

Lockers are still being assembled.

### New Business

Deborah covering Damascus Monday & Thursday by Clinton staff. No estimate at this time if or when Karen will be able to return to work. Options for tasking this to part-timers are limited. Staff travelling to Damascus should be compensated for mileage at the county rate.

Trane service call after the snow, a bill to follow. Deb still needs better access to the controls for the building.

Window needs to be replaced, estimated at least \$900. David Emmerling moved to approve up to \$1200 to replace the window. Joye seconded the motion, which passed.

ECF responded as to devices covered. \$3000 check is expected soon.

E-rate proposal submitted. Replacing security router and internal wifi hubs, adding ethernet to the front desk is in the request.

A carpet cleaning is overdue. ChemDry has submitted a bid of \$916 to do the work. Other quotes being sought.

The Friends of the Library next meet on April 5.

The next county board meeting is April 13.

Regional board meets again on April 27

David Emmerling moved to adjourn. The meeting ended at 5:41PM.

## **Minutes for April 9, 2022**

David Emmerling called the monthly meeting of the Van Buren county library board to order on April 9th, 2022, at 5:03PM. Board members David Emmerling, Joye Hawk, David Jeffries, and Kelly Tester were present, as well as County Judge Dale James, interim Director Deborah Meyer and Regional Director John McGraw. Board member Tracy Hastings joined the meeting by Zoom.

Minutes of the March 9 meeting were reviewed. Kelly moved to approve the minutes as presented. David Jeffries seconded the motion. The minutes were approved.

Library financial transactions were taken up. Budget lines for General Supplies, Books, Electricity and Gas are ahead of where we are in the year and will be watched. Kelly moved to approve the financials as amended. Joye seconded the motion, which passed.

## Old Business

Many options for staffing Damascus were discussed, but without more information about Karen's return date it is difficult to make concrete plans.

Two people--including Deb--have applied for the Director position.

There was a question about the large deposit with First Security. It was the quarterly Regional Reimbursement check.

Deb has acquired access to the First Security account.

Lockers are still being assembled. No delivery date has been set.

The board-approved window replacement was rescheduled for April 10.

## New Business

UPS has no pick-up location in the county and Deb is exploring putting a pick-up location in the library. A scale would have to be acquired, and a 24-month contract signed. But it could attract more visitors to the library.

E-Rate: E-rate reimburses 80% of approved expenditures over a 5-year cycle. The proposal period opened in February, and now requests are out to bid. Jobs may be awarded as early as May. The library's wifi access points are original to the building and nearing the end of their lifecycle. Replacement may cost in the neighborhood of \$5,200, prior to reimbursement. Kelly moved to approve the expenditure. David seconded the motion, which passed.

Maintenance expenses: Deb is beginning to explore costs for other maintenance needs, starting with cracking floor in the restroom. Foundation assessment and stabilization may be needed.

Summer programming might be an issue, particularly at Damascus. Volunteers might be a solution. Gloria, a volunteer in Damascus, has been performing excellently and is volunteering as part of a job placement program that seeks to find employment for its participants. Judge James directed Deb to speak with the quorum court about creating another part-time position

The Friends of the Library next meet on May 3rd.

The next county board meeting is May 11th.

Regional board meets again on April 27.

David Jeffries moved to adjourn. The meeting ended at 5:51PM.

## **Minutes for May 11, 2022**

David Emmerling called the monthly meeting of the Van Buren county library board to order on May 11th, 2022, at 5:02PM. Board members David Emmerling, Tracy Hastings, David Jeffries, and Kelly Tester were present, as well as interim Director Deborah Meyer and Regional Director John McGraw.

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

Library financial transactions were taken up. Budget lines for General Supplies, Books, Maintenance and Gas are ahead of where we are in the year and will be watched. David Jeffries moved to approve the financials. Kelly seconded the motion, which passed.

### Old Business

Karen Martin has retired. Going forward, Damascus will be staffed with part-time staff.

The E-rate proposal detailed in April has been accepted.

UPS station has been set up and is seeing 8 to 10 packages per day. The service has been advertised on social media.

The broken window has been replaced. Carpet cleaning has been scheduled.

Summer Reading Club will feature heavy programming. School visits have advertised summer offerings.

### New Business

The meeting room Smartboard may need to be replaced. Some computers fail to connect to it. Dedicating a computer to the meeting room might suffice. Parts could be replaced to deal with some issues but would prevent any computer from linking to it going forward. Total replacement could be \$5,000.

Regional board meets again on June 22nd.

Kelly moved to adjourn. The meeting ended at 6:01PM.

## **Minutes for June 8, 2022**

David Emmerling called the monthly meeting of the Van Buren county library board to order on June 8th, 2022, at 5:01PM. Board members David Emmerling, Joye Hawk, and David Jeffries were present, as well as interim Director Deborah Meyer and Regional Director John McGraw.

Minutes of the May 11 meeting were reviewed. Joye moved to approve the minutes as presented. David Jeffries seconded the motion. The minutes were approved.

Library financial transactions were taken up. It was recommended that Deb ask the quorum court to appropriate more money for the Law Library expenses. John estimated that an additional \$500 in 6009.0600.3062 for Water, and an additional \$1,200 in 6009.0600.3061 for Gas should suffice. David Jeffries moved to approve the financials. Joye seconded the motion, which passed.

### Old Business

There was a call for any old business.

### New Business

Access to the First Security account was discussed. It was decided that having every board member as a potential co-signer would expedite paying bills. David Jeffries moved to add all board members to the account. Joye seconded the motion. The current board members will be signatories to the account:

- David Emmerlin
- Kelly Tester
- David Jeffries
- Joye Hawk
- Tracy Hastings

The Director position was discussed. Joye moved to name Deborah Meyer the permanent Director of the Van Buren County libraries at \$15 per hour. David Jeffries seconded the motion. After further discussion, David Jeffries moved to amend the salary to \$15.50 per hour, with



annual reviews to consider job performance and salary. Joye seconded the motion. The amendment passed. The motion passed and the board congratulated Deborah on her performance as Interim Director.

Deborah reported that lockers are due to arrive in the following week.

John highlighted an issue for the Regional board warranting input from the county boards: abolishing limits on DVDs and CDs. The limits made sense when the collection is small, but at this point the limits just force more frequent visits from patrons and restricts circulation.

Training opportunities are coming up for beginning cataloging and library management.

Regional board meets again on June 22nd in Conway.

The Friends of the Library next meet on August 2nd

The next county board meeting is July 13th.

The board voted by acclamation to adjourn. The meeting ended at 6:03PM.

## **Minutes for July 13, 2022**

David Emmerling called the monthly meeting of the Van Buren county library board to order on June 8th, 2022, at 5:08PM. Board members David Emmerling, David Jeffries, and Kelly Tester were present, as well as Director Deborah Meyer and Regional Director John McGraw. Joining via Zoom were board members Tracy Hastings and Joye Hawk.

Minutes of the June 8 meeting were reviewed. Kelly moved to approve the minutes as presented. David Jeffries seconded the motion. The minutes were approved.

Library financial transactions were taken up. Utilities shortfalls were again discussed. Kelly moved to seek appropriation of \$6,000 to the Law Library by the Quorum Court. Tracy seconded the motion. The measure passed unanimously.

David Jeffries expressed concern about UPS business in June. The cost to provide the service exceeded revenues by \$380 in June alone. Subtracting one-time set-up costs, the deficit was still \$100.

David Jeffries moved to approve the financials. Kelly seconded the motion, which passed.

### Old Business

There was a call for any old business.

### New Business

Lockers are up and running. Very little use as yet. John suggested creating a second pick-up location for holds that would be the outside lockers. Patrons placing holds could select the lockers if that meets their schedule better. John suggested a demonstration for the board in August.

A COVID test site had been acquired from Color Health via the Association of Rural and Small Libraries. One complication is the tests must be shipped out via Fed Ex. Deb is discussing with Color whether she can use UPS. Another complication is the requirement that testers download an app to a smartphone to use the service.

Training opportunities are coming up for Narcan training on August 17th.

John pointed out that summer programming numbers were sky-high: 211 people in Damascus in June, and 570 in Clinton. The future of programming was discussed.

Better World Books consignment service for donations was discussed.

The Friends of the Library next meet on August 2nd

The next county board meeting is August 10th.

Regional board meets again on August 24th in Clinton.

The board voted by acclamation to adjourn. The meeting ended at 5:59PM.

## **Minutes for August 10, 2022**

Kelly Tester called the monthly meeting of the Van Buren county library board to order on August 10th, 2022, at 5:08PM. Board members Joye Hawk, David Jeffries, and Kelly Tester were present, as well as Director Deborah Meyer and Regional Director John McGraw.

Minutes of the July 13 meeting were reviewed. Joye moved to approve the minutes as presented. David seconded the motion. The minutes were approved.

Library financial transactions were taken up. Deborah reports only Tracy needs to be added to the signatories to the bank account. The \$300 check is the quarterly payment for offering UPS services. Budget reports reflect amendments to the utilities lines passed in July.

The quorum court will be taking up an amendment to the part-time budget line, which estimated 30 hour shifts per pay period, rather than per week. David moved to approve the financials. Joye seconded the motion, which passed.

### Old Business

There was a call for any old business.

### New Business

2023 Budget is beginning to take shape. John will be assisting Deborah as needed.

Deborah has given Heather a pay raise for her new position. She will work a 4-day work week in Damascus.

Gloria is now volunteering in Clinton.

Narcan training is scheduled for August 17th at 1PM.

Regional board meets again on August 24th in Clinton.

The Friends of the Library next meet on September 6th. The next county board meeting is September 14th.

Joye moved to adjourn. David seconded the motion and the meeting was adjourned at 5:24PM.

## **Minutes for September 14, 2022**

David Emmerling called the monthly meeting of the Van Buren county library board to order on September 14, 2022, at 4:57PM. Board members David Emmerling, Joye Hawk, David Jeffries, and Kelly Tester were present, as well as Director Deborah Meyer and Regional Director John McGraw.

Minutes of the August 10th meeting were reviewed. Minutes were amended to reflect Gloria is working part-time in Clinton, not volunteering. David Jeffries moved to approve the minutes as amended. Kelly seconded the motion. The minutes were approved.

Library financial transactions were taken up. Deborah reports only Tracy needs to be added to the signatories to the bank account. UPS services took in more than it cost in August. Joye moved to approve the financial transactions. Kelly seconded the motion, which passed.

### Old Business

David Emmerling presented a spreadsheet outlining the costs to provide a cost of living adjustment to 2023 salaries. John presented a budget worksheet annualizing 2022 costs for a 2023 projection. Discussion ranged from hiring an assistant director to hiring a children's programmer, reallocating money from full-time salaries and increasing part-time salaries. The county has not informed Deborah that the budget process has begun.

### New Business

There are several candidates for a prospective programming position.

Narcan training was a great success. Future training might include diabetes training.

Storytime programs have been restarted.

Deborah is looking for leaders for a chess program and sewing classes.

Regional board meets again on September 28th via Zoom.

The Friends of the Library next meet on October 4th. The next county board meeting is October 12th.

David moved to adjourn. Kelly seconded the motion and the meeting was adjourned at 5:52PM

## **Minutes for October 5, 2022**

David Emmerling called the monthly meeting of the Van Buren county library board to order on October 5, 2022, at 5:06PM. Board members David Emmerling, Tracy Hastings, David Jeffries, and Kelly Tester were present, as well as Director Deborah Meyer and Regional Director John McGraw. Board member Joye Hawk joined by phone.

Minutes of the September 13th meeting were reviewed. Kelly moved to approve the minutes as presented. Joye seconded the motion. The minutes were approved.

Library financial transactions were taken up. It was noted that the total deposits figure of \$1681.57 was off. Balance statements put the total at \$2016.37.

David Jeffries moved to approve the financial transactions. Tracy seconded the motion, which passed.

### Old Business

Deborah outlined plans to fill the two vacant full-time positions at \$13 per hour. A youth programmer would have a 32-hour workweek, the Assistant Director a 40-hour workweek.

### New Business

A draft of the 2023 Millage budgets were reviewed. Areas of discussion included service contracts budget, as well as the Law Library budget lines for books and HVAC. David Jeffries moved to send the budget to the Budget committee of the quorum court. Kelly seconded the motion, which passed.

Deborah discussed upcoming programs including a Lego Display and a book signing on October 31st for multiple authors including "Big Read for Arkansas" author Sarah Smarsh.

Regional board meets again on October 26th via Zoom.

The Friends of the Library next meet on November 1st

The next county board meeting is November 9th.

David moved to adjourn. Kelly seconded the motion and the meeting was adjourned at 5:52PM

## **Minutes for November 9, 2022**

David Emmerling called the monthly meeting of the Van Buren county library board to order on November 9, 2022, at 5:02PM. Board members David Emmerling, Tracy Hastings, David Jeffries, and Kelly Tester were present, as well as Director Deborah Meyer and Regional Director John McGraw. Board member Joye Hawk joined by Zoom.

Minutes of the October 5th meeting were reviewed. Kelly moved to approve the minutes as presented. Joye seconded the motion. The minutes were approved.

### Old Business

Full time positions will be filled in January.

### New Business

Smartboard replacement was discussed. \$1,000 from Entergy will defray the costs of replacement. The balance will be paid from First Service account, not millage funds.

Other areas of deferred maintenance include the roof, and possibly the carpet and the foundation. Possibly roof issues may be resolved by exploring the warranty on the roof. David Jeffries moved to spend up to \$3,000 to acquire and install the replacement smartboard. Kelly seconded the motion, which passed.

Library financial transactions were taken up. Money spent on the locksmith got locks changed in hopes of having specific keys that allow access to the meeting room and foyer alone.

David Jeffries moved to approve the financial transactions. Tracy seconded the motion, which passed.

Regional board met October 26th and passed a budget will provide more money for Summer Reading and summertime program performers.

Friends of the Library booksale took in \$630.

December meeting will look at Budget remaining. John promised to send an updated spreadsheet around as soon as October numbers from the Treasurer were available. John suggested making a programming budget for the First Service account.

Upcoming holidays will see the library closed: Veterans Day 11/11 and Thanksgiving 11/24-25

The next county board meeting is December 7th.

Kelly moved to adjourn. David seconded the motion and the meeting was adjourned at 5:39PM

## **Minutes for December 7, 2022**

Kelly Tester called the monthly meeting of the Van Buren county library board to order on December 9, 2022, at 5:02PM. Board members Joye Hawk, David Jeffries, and Kelly Tester were present, as well as Justice of the Peace John Bradford, Director Deborah Meyer and Regional Director John McGraw.

Minutes of the November 9th meeting were reviewed. David moved to approve the minutes as presented. Joye seconded the motion. The minutes were approved. Library Financials were reviewed. The board approved a new First Security signing statement allowing for the following signatories to the account:

- Deborah Meyer
- David Emmerling
- Joye Hawk
- David Jeffries
- Kelly Tester

This will replace the previous signing statement which included all five board members including Tracy Hastings.

Joye moved to approve the financial transactions as presented. David seconded the motion, which passed.

Old Business

John Bradford asked several questions regarding library funding, including the revenue generated by the millage, the cost of staffing the Damascus library, and the current staffing levels in the county.

Deb reported that the Budget Committee has indicated that 2023 funding will be in line with 2022 funding. No staff will be eligible for raises. Deb expressed concern about a budget summary from the county clerk that had approximately \$20,000 less for salaries than 2022. The Budget meeting is the following night, and there was some discussion about who all should attend to insure that 2023 numbers match 2022 levels. Deb promised to be in communication about that.

Smartboard replacement is moving forward with DeBoard electronics in Conway.

### New Business

There was a call for New Business. John McGraw highlighted that 3557 people visited in November, over a thousand more than November 2021, with the same level of staffing. John had circulated two staffing plans via email that showed how to meet payroll with 3 full-time and either 3 or 4 part-time staff, and he asked if there were any questions about either one.

Upcoming holidays will see the library closed: Christmas 12/23-25 and New Years Day 1/1/23.

The next county board meeting is January 11th.

David moved to adjourn. Joye seconded the motion and the meeting was adjourned at 5:57PM