

Faulkner County Library – Board Minutes – 2023

Minutes for January 23, 2023

Jeff Whittingham called the monthly meeting of the Faulkner County Library board to order on January 23rd, 2023, at 5:33pm. Among those present were board members Jeff Moncrease, Ben Thompson, Stephanie Vanderslice, Suzann Waggoner, and Jeff Whittingham; numerous members of library administration including Director John McGraw, Assistant Director Deanna Dillon, Circulation Managers Jessica Rutherford and Ammie Gilson, Network Administrator Chris Bowen, and Children's Services Manager Mary Spears Polk; County Judge Allen Dodson, and City Attorney Charles Finkenbinder, along with members of the community.

Stephanie nominated Jeff Whittingham to chair the board in 2023. Suzann seconded the motion. There being no other nominations, Jeff was re-elected chair for 2023.

Ben moved to suspend the normal order of business to address the New Business After Hours use of the library campus. Suzann seconded the motion, which passed.

John spoke about the 2019 Martin vs Boise about the use of public property and information from Superior Landscaping about use of the property. County Judge Dodson spoke about the difference between city and county property. The county property has a lot more restrictions than private citizens have to police the use of their property. City Attorney Finkenbinder said if you see something call the police. The floor was then open to the community to comment on the after-hours policy. 13 community members spoke about their concerns about the use after hours. Zack McCannon presented a document of rules to be established on the library property. These include:

1. No Weapons on Campus
2. No Drug Use or Distribution
3. No Use of Restrooms on grounds
4. No Littering
5. No Smoking
6. No Fires
7. No use of the library camps after hours unless a library program or activity

Ben Thompson made a motion to pass the rules stated by the community. Suzann seconded the motion, which passed.

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

Summary Statements of Operations were reviewed. John reported that he did not make the Quorum Court agenda for January so the funds will be transferred between budget lines in February.

Statistical Reports and Programming were reviewed. Bookkeeper's Reports were reviewed. Jeff M asked how the Kanopy total was over the budgeted amount. John reported that grant funds to reimburse ebook

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purchases were paid to the Regional system, which budgeted additional funds to Kanopy and Hoopla, but the amendments to those budget lines were not reflected in the bookkeeper's reports.

Purchase Orders were reviewed. Jeff M 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. Stephanie seconded the motion, which passed. Regional transactions were reviewed. John pointed out that the regional meeting is scheduled for January 25.

Old Business

Personnel: John stated that 2 Full- Time employees have left. We have currently filled one position. We will be starting interviews in the coming weeks for Part-Time employees. Mount Vernon Library: John said he has requested bids on the building. If proposals come in over budget, we will review possible revisions to the plans.

New Business

Legislative affairs: John informed the board of SB81 that was presented a few days prior. There is a bill that we need to watch because it will directly affect how we do day-to-day business.

Regional Board Representation: John pointed out that they needed one more person on the board along with Jeff M and Suzann. Ben agreed to be the third member. Next Regional board meeting is Jan 25th.

ArLA Institutional Membership: John explained that they have now offered Institutional Membership and he would have more information after a meeting in a few weeks. The board decided to table until next meeting when more information on cost would be provided.

Judge Dodson spoke with the board about the Selection policy, the Book Reconsideration process, meeting room policy and after hours use policy.

Suzann moved to adjourn at 8:54 PM. Jeff M seconded the motion. The meeting adjourned.

Supplemental materials provided: Statistical Report, Calls for Service logs 202-2023

Minutes for February 20, 2023

Jeff Whittingham called the monthly meeting of the Faulkner County Library board to order on February 20th, 2023, at 5:35pm. Among those present were board members Stephanie Vanderslice, Suzann Waggoner, and Jeff Whittingham; numerous members of library administration including Director John McGraw, Assistant Director Deanna Dillon, Network Administrator Chris Bowen, and Children's Services Manager Mary Spears Polk; County Judge Allen Dodson, along with members of the community.

Jeff W moved to suspend the normal order of business to allow for public comment on old business and any agenda item. Suzann seconded the motion, which passed. The floor was then open to the community to comment on the agenda items.

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Old Business

Nine community members spoke about their concerns about the use after hours. Suggestions from the community were to partner with CAPCA (Community Action Program for Central Arkansas) and Toad Suck Coalition to help with the unhoused population and to have more community volunteer clean up days on the campus.

Judge Alan Dodson spoke about the progress made over the last 30 days of concerns brought to the board's attention at the last meeting. John stated that signs have been ordered and cameras and walks around the property are being done daily.

Two community members spoke about how grateful they were to have a library with diverse books so they could find themselves in the books in the collection.

Minutes of the January 23rd meeting were reviewed. Suzann moved to approve the minutes as presented. Stephanie seconded the motion, which passed.

Summary Statements of Operations were reviewed. Statistical Reports and Programming were reviewed. Bookkeeper's Reports were reviewed. John stated that there was no income in the state aid budget because of a transferring of funds issues but that they will appear in the February report. Hoopla has also started charging a use tax on our account so that has taken away some of the budget allotted for Hoopla in the state aid.

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

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

Regional transactions were reviewed. John pointed out that the next regional meeting is scheduled for April 26.

New Business

Laptops: Chris Bowen proposed the purchase of 5 iMacs and 5 MacBook Airs for use at the branches totaling 13,703.40. Older computers would be replaced and used in Conway. Suzann moved to approve the purchase. Stephanie seconded the motion, which passed.

Speaking Policy: John presented a policy that Garland County Library has for its board meetings. Jeff W requested that John rework their policy and present at the next meeting an official one for Faulkner County board meetings.

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Lighting Replacements: John presented three quotes from Middlebrooks Electric to replace lighting fixture and install LED panels at Greenbrier, Mayflower & Vilonia for a total cost of 14,148.48. Suzann moved to approve the purchase. Stephanie seconded the motion, which passed.

Legislative Audit: John reported no significant findings on any of our accounts. Supplemental findings for the ComiConway account had been reported previously: copies of the checks are not with the bank statements. An additional supplemental finding found the Fines And Donations account was briefly under-collateralized when the ARP funds were deposited, a situation unlikely to occur again.

Legislative affairs: John informed the board that SB81 passed the Senate Judiciary Committee 6-2 this morning and will be going in front of the full Senate in the coming days. John explained the amendments that were made to the bill before it was passed. The law will create a reconsideration policy which will send appeals to quorum court, but lacks the constitutional framework given to the initial committee, which could open counties and municipalities to lawsuits.

Suzann moved to adjourn at 7:48 PM. Stephanie seconded the motion. The meeting adjourned.

Supplemental materials provided: Executive Order on Camping, SB81, Regional meeting January minutes, correspondence.

Minutes for March 20, 2023

Stephanie Vanderslice called the monthly meeting of the Faulkner County Library board to order on March 20th, 2023, at 5:30pm. Among those present were board members Ben Thompson, Stephanie Vanderslice, and Suzann Waggoner; numerous members of library staff including Director John McGraw, Assistant Director Deanna Dillon, Network Administrator Chris Bowen, and Children's Services Manager Mary Spears Polk, Children's Librarian Katie Larson, Children's Librarian Katie Scott, Adult Services Librarian Jen Berittech, Circulation managers Jessica Rutherford and Ammie Gilson, along with members of the community.

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

Summary Statements of Operations were reviewed. John pointed out that the plumbing and electrical line is at 14%. With the plumbing issues at the main branch we will need to move funds around to cover repairs. Statistical Reports and Programming were reviewed. John stated that Adult programming is up 25% over last years numbers and Teen is 20% up.

Bookkeeper's Reports were reviewed. DeAnna stated that each month we should start seeing a \$150 income for the Children's dept line item. Conway Art Walk has received a grant to help reimburse partners in supplies purchased.

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.

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Regional transactions were reviewed. John pointed out that the next regional meeting is scheduled for April 26

Stephanie moved to suspend the normal order of business to allow for public comment on old business and any agenda item. Suzann seconded the motion, which passed.

The floor was then open to the community to comment.

2 members of the community discussed the use of the garden area and the progress that needs to be made going forward.

2 members of the community voiced concerns about the public losing the use of the 2 meeting rooms and the 2 seminar rooms.

Old Business

Speaking policy at Board meetings: John presented a document for individuals to use to sign up to speak before each board meeting. The forms will be available throughout the month and posted outside of the location of the meeting one hour before the monthly meeting begins. Once the meeting has started the board will call individuals up based upon the topic. Additionally, John presented a sign-up sheet that could be posted at the door before the meeting. Discussions of the merits of each concluded with accepting both.

New Business

Meeting Room Policy: John Stated that he did not see a way to actively change the current policy to anything different without exposing the county to liability and litigation.

Mary Spears Polk presented the history of the library and its use of the current space for programs. The library was built for slow and steady growth but not is not what happened in Conway. The programs that are being held at the library for teens and adults are increasing in attendance and they are busting at the seams for space. The following proposal would help alleviate much of the stress and challenges that come with library programs, but these changes would also allow our library to further its mission. Mary's proposal included:

1. Convert Meeting Room 1 into an adult program room that could still accommodate early voting.
2. Convert Meeting Room 2 into a dedicated teen space for structured and non-structured adolescent programs.
3. Move the Literacy Action of Central Arkansas to Seminar rooms 2 & 3, with some activities in Meeting Room 1 as needed.
4. Convert Seminar 1 into office space for Children's Librarians overseeing Meeting Room 2, which is adjacent.
5. Create a food & beverage consumption space in the library building by removing the partially empty, free-standing periodical shelves and removing the large, over-stuffed seating. Purchase café style tables & chairs to fill the space.

The Library board ask for staff to come back next board meeting with phases of the project and pricing on the 1st phase.

The board discussed the Food & Drink policy in the library currently. After several minutes of discussion the board made the decision to change the policy to prohibit food or drink only in the Stacks or Computer

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Bays. Ben made a motion to approve the change and for it to take effect April 1st 2023. Suzann seconded the motion, which passed.

John presented a quote from Missco Interior Concepts for added shelving in Mayflower. Suzann moved to approve the quote. Ben seconded the motion, which passed.

Plumbing Issues: John explained that we have had plumbers here several times over the last month with public restroom issues. The board was presented with a quote from Arrow Plumbing to Jet and Camera the main line for \$1845. Suzann made a motion to approve the quote with an added 4 hours of labor if needed. Ben seconded the motion, which passed.

Legislative affairs: John informed the board that SB81 passed the House and now moves to be signed by Governor Sanders. The bill no longer states removal of the items only relocation to a different section.

John explained our current policy on checking out items to minors and explained that the only policy we do not have in place currently is if we leave books in circulation while challenged. John stated that we have only had 4 challenges since he became director in 2015. SB81 is confined to physical collections on, and the appeals will be to the Quorum Court not the Library Board.

Ben made a motion that if a book is challenged for the item to be removed from circulation until the challenge process is completed. Suzann seconded the motion, which passed.

Ben moved to adjourn at 7:15 PM. Suzann seconded the motion. The meeting adjourned.

Supplemental materials provided: Proposed Ordinance 23-09 (Carryover of Library funds 2023), ALA's Meeting Room Q&A, SB81, Correspondence, News Articles, Meeting Room proposal

Minutes for April 24th, 2023

Jeff Whittingham called the monthly meeting of the Faulkner County Library board to order on April 24th, 2023, at 5:31 PM. Among those present were board members Stephanie Vanderslice, Suzann Waggoner, Jeff Whittingham, Ben Thompson, and Jeff Moncrease; numerous members of library administration including Assistant Director Deanna Dillon, Network Administrator Christopher Bowen, Children's Services Manager Mary Spears Polk, Youth Services Programmer Katie Scott, and Adult Programmer Jen Beriteich; Mayor Terry Williams of Guy, Arkansas, along with members of the community.

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

Summary Statements of Operations were reviewed.

Statistical Report and Programming were reviewed. Jeff Wittingham asked if there were plans to increase the Hoopla budget. DeAnna said she was going before the regional board at their next meeting on April 26th. DeAnna pointed out the steady growth in programming across Gardening, Adult and Youth. She pointed out that they are gearing up for Summer Reading and expecting to see an increase in attendance.

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

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

Regional transactions were reviewed.

Suzann moved to suspend the order of the board meeting to open the floor to public comment. Stephanie seconded the motion.

PUBLIC COMMENTARY

Two community members discussed the use of the meeting rooms for the public and their concerns about how this will affect the community.

Jennifer Meeks spoke about Act 372 and concerns of programs.

Mayor Terry Williams stated that the community of Guy is ready to move forward with the Guy Public Library once the agreements are signed.

Alissa Smith asked how building the Guy Library will affect Twin Groves. Jeff Moncrease explained that this would not affect the community of Twin Groves but add additional support for the Guy community.

Old Business

Meeting Room Policy: DeAnna presented a proposal for phase 1 of led lights, painting, and flooring. After discussion with several staff about use of the rooms and programs going forward, Ben made a motion to cease offering public meeting spaces, and to proceed with room updates in phase 1 to provide for library programs. Stephanie seconded the motion. The motion passed with a vote of 3 – 2 with Ben, Stephanie, and Jeff Wittingham in favor and Suzanne and Jeff Moncrease opposed.

Reconsiderations Procedures: DeAnna presented concerns about the procedure and overwhelming staff and location of where the items will be placed while waiting to be processed. Jeff Moncrease motioned to amend the reconsideration policy to allow 5 contested books at a time out of circulation until the process is completed. Stephanie seconded the motion. The motion passed with a vote of 4 – 1 with Jeff Moncrease, Stephanie, Suzann and Jeff Wittingham in favor. Ben voted “present”.

New Business

Guy Library: DeAnna explained that the interlocal agreements were sent to Judge Dodson and the County Attorney to look over and draft one for the City of Guy. Once we have received the interlocal agreement, we would reach out to Mayor Williams to discuss the next steps of the process.

Background Checks: DeAnna presented a proposal to perform State, Federal and Child Maltreatment checks on all staff and all volunteers. Stephanie moved to approve performing background checks on Staff and Volunteers. Suzann seconded the motion, which passed.

Vilonia Storage building: DeAnna presented 2 quotes for a shed. After discussion and consideration Suzann moved to approve the Tuff Shed quote. Jeff Moncrease seconded the motion, which passed.

Legislative affairs: DeAnna stated that Act 372 will go into effect on Aug 1, 2023. John will review any changes to the policies at the next regional meeting on April 26th.

Jeff Moncrease moved to adjourn at 7:15 PM. Ben seconded the motion. The meeting adjourned.

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Supplemental materials provided: Interlocal Cooperation Agreement Between the City of Mount Vernon and Faulkner County Library System and Interlocal Cooperation Agreement Between the City of Twin Groves and Faulkner County Library System.

Minutes for May 15, 2023

Jeff Whittingham called the monthly meeting of the Faulkner County Library board to order on May 15th, 2023, at 5:31 PM. Present were board members Jeff Moncrease, Ben Thompson, Suzann Waggoner, and Jeff Whittingham, as well as Director John McGraw.

Minutes of the April 24th 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 millage collection hit 50% of projected revenue already, the earliest that has ever happened. John noted that budget lines for plumbing and electrical had overspent and may require amendment before year's end.

Statistical Report and Programming were reviewed. Jeff Whittingham asked if there were plans to increase the Hoopla budget. John reported that the Regional Board had moved \$6,000 from Overdrive to double the Hoopla budget for May, June, and July. Asked for longer-term solutions, John noted that while the legislature approved a budget for the state library which dramatically increased aid to libraries, the increase had not been funded, so aid remained static for now.

Bookkeeper's reports were reviewed.

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. Ben asked about the payment to First United Methodist. John explained that that was a pass-through of donations the library solicited and received to help fund summer lunches for children in cooperation with FUMC.

Old Business

John presented a draft on an interlocal agreement for a library in Guy. The city of Guy would maintain the building, the grounds, and provide the utilities. The library would provide a collection and staffing. There has been no communication from the judge's office about the interlocal agreements with Twin Groves and Mount Vernon, so John took the initiative. There was a discussion of staffing and what are the steps would some alternatives would require. There was discussion of whether, as a speaker suggested in April, the library in Guy would hurt the Twin Groves library. It was agreed that that was neither the intent nor the expectation.

John summarized renovations approved at the April meeting. Literacy Action's future spaces have been painted and they are beginning to move in. Meeting Rooms have had drywall repair, light fixture

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replacement, and painting. Some painting remains to be done on the adult space in which the board is meeting. Flooring decisions are in the early stages. John invited the board to tour the spaces after adjournment.

New Business

There was no new business.

Jeff Moncrease moved to adjourn at 5:51PM. Suzann seconded the motion. The meeting adjourned.

Minutes for June 19, 2023

Jeff Whittingham called the monthly meeting of the Faulkner County Library board to order on June 19th, 2023, at 5:45 PM. Present were board members Ben Thompson, Stephanie Vanderslice, and Jeff Whittingham, as well as Director John McGraw and Assistant Director Deanna Dillon.

Minutes of the May 15th 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 in May, which is one of the two peak months, was 20% higher than the previous record. Spending on plumbers and electricians is now past double the budgeted amount for the whole year. It may be necessary to go back to the quorum court for that budget line, as well as amending salary lines to staff a library in Guy.

Statistical Report and Programming were reviewed. Circulation is up 5.5% over the same period last year, Attendance is up 3.5%. Programmers mostly took May off to prepare for Summer programs.

Bookkeeper's reports were reviewed.

Purchase Orders were reviewed. KnowB4 is a training tool to educate staff on tricks scammers use in emails to compromise our computer systems. Stephanie 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. Stephanie seconded the motion, which passed.

Regional transactions were reviewed. John was asked about the interest on the account. John related that for some time the Regional account was accruing no interest, and then after some complaints, a little interest. The current budget line was based on past performance, so it appears the problem has finally been resolved on the bank's end.

Old Business

Program rooms have been painted. Floors are very close to being selected but could not be installed during summer in any case. The Programmers asked the Friends of the Library to provide Chromebooks, which are being set up now for use in those rooms.

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The county attorney had several questions about the draft of the Guy interlocal agreement. John has responded to those questions, but has not had further word.

New Business

John presented a proposal from Middlebrook electronics that may address the ongoing parking lot light failures. A surge protector will be installed between our 20th century breakers and our 21st century lights. Stephanie moved to approve the work, Ben seconded the motion, which passed.

John presented a proposal to trim trees and holly bushes in Mayflower. The same company did the work in Conway, which looks great. Ben moved to approve the bid from Newton. Stephanie seconded the motion, which passed.

Minutes for July 17, 2023

Jeff Whittingham called the monthly meeting of the Faulkner County Library board to order on July 17th, 2023, at 5:33 PM. Present were board members Ben Thompson, Stephanie Vanderslice, and Jeff Whittingham, as well as Director John McGraw, Assistant Director Deanna Dillon, Network Administrator Christopher Bowen, and Adult Programmer Jen Beritich.

Minutes of the June 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 revenue is up 11.3% over the same period last year. John requested approval to go to the quorum count in August to move \$30,000 from line 3018 or 4006 to cover the spending on plumbers and electricians and to amend Part Time salary lines for Guy Library if agreement is approved.

Statistical Report and Programming were reviewed. Summer Reading had a large attendance in June. Teen programming has surpassed 2022 entire year's numbers. Kanopy has increased 35% over the same period last year.

Bookkeeper's reports were reviewed.

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

Regional transactions were reviewed. John stated that the next Regional Board meeting would be held via Zoom on July 26th. With the current agenda items being the Regional Reconsideration Policy to comply with Act 372.

Old Business

Mayflower tree service has been delayed due to all the storms and debris the past month around central AR.

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Guy Library: John and the county attorney have created a draft that removed the regional library and moved over to strictly Faulkner County. If the library board approves of the agreement, then we will need the County Judge Allen Dodson and Guy's Mayor to sign off. The agreement states that the City of Guy will cover the building, maintenance, and utilities. The Faulkner County Library will only cover the items inside the library

(books & computers) and day to day operational supplies. Ben moved to approve the Guy Interlocal Agreement as presented. Stephanie seconded the motion, which passed.

Reconsideration Policy: John presented an updated policy that will go in front of the regional board on July 26th. With ACT 372 it will make all information a part of the public records.

New Business

John presented two proposals for precision floor cleaning. One for \$719.42 to deep clean the children's room and a 2nd for \$4,515.78 to deep clean the entire building. There was discussion about the need to replace carpet and repaint all of Conway. That will be a budget priority for 2024, John promised. A motion was made by Stephanie moved to approve the \$4,515.78 for the entire building, Ben seconded the motion, which passed.

Christopher and Jen presented a proposal for a BenQ Smartboard for \$7,499.73. Jen stated that the smartboard would replace the whiteboard in meeting room 1. This would allow board meetings and events to be more interactive with presentations. Stephanie moved to approve the bid from Howard Technology. Ben seconded the motion, which passed.

Christopher presented information on a locker software update to have the ADA feature added. Christopher presented the idea for this update and Lyngsoe made the software changes anyway. They are asking for reimbursement if possible. The board discussed the issue but made no motions to approve the reimbursement.

John presented a quote to replace the play kitchen in the children's room. A motion was made by Stephanie to approve the \$1,599.55 from Lakeshore, Ben seconded the motion, which passed.

Ben moved to adjourn at 6:20PM. Stephanie seconded the motion. The meeting adjourned.

Minutes for May 15, 2023

Jeff Whittingham called the monthly meeting of the Faulkner County Library board to order on August 21st, 2023, at 5:39 PM. Present were board members Ben Thompson, Stephanie Vanderslice, Suzann Waggoner, and Jeff Whittingham, as well as Director John McGraw, Assistant Director Deanna Dillon, Network Administrator Chris Bowen, and Adult Services Librarian Jen Berittech.

Minutes of the July 17th meeting was reviewed. Suzann moved to approve the minutes as presented. Stephanie seconded the motion, which passed.

Summary Statements of Operations were reviewed. John noted he has requested to be added to the Quorum Court agenda to move money for plumbers and electricians and to amend Part Time salary.

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Statistical Report and Programming were reviewed. Locations serving food saw attendance surge over last summer. Conway saw 33% more people, which is approximately 17,000 visitors. Mount Vernon saw 22% more people, and Twin Groves 49% more people. Aside from a very strong June in Vilonia, other locations were matching their 2022 numbers. Adult Programming has surpassed the 2022 attendance numbers this month.

The bookkeeper's reports were reviewed.

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.

Old Business

Mayflower tree service: Has been completed and the supplemental materials show photos of project

Guy Library: They Mayor of Guy has signed off. Judge Alan Dodson has asked that the Guy City Council sign off the project before he signs the agreement. The plan is to open the library with 2 part-time staff.

Program room Renovations: DeAnna showed the floor choice that has been made by the programmers. John presented a proposal from Kordsmeier to add a door and wall in the seed library area and rework the door in Programming Space 2 into a Dutch door for \$13,708.41. Ben moved to approve the proposal. Suzann seconded the motion, which passed.

New Business

John presented a proposal from Garretts Plumbing for 4 new cleanouts on the grounds of the Conway location for \$2,800 each for a total of \$11,200. Suzann moved to approve the proposal for 4 clean outs. Ben seconded the motion, which passed.

John presented a proposal from Harrison to replace bearings for 3 air handler units that they discovered during their annual maintenance for \$3,240.00. Suzann moved to approve the proposal. Stephanie seconded the motion, which passed.

John reported to the board that our Greenbrier location has satellite termites. Mid-State Termite has already been out and treated the building and will be doing a more thorough treatment in the coming weeks. Loretta has contacted the roofers to get estimates on repairing the damage this has caused to the roof.

John spoke to the board about the Salary Survey he has submitted to the personnel committee at the Quorum Court. He will be presenting this information on Sept 12th for their approval to be moved to the Budget and Finance committee. All board members agreed on the going forward with the proposal to the Quorum Court.

John presented a proposal for a new mural in the library for \$1045.87. This mural was originally planned for programming space 1 but will no longer work in that location. The mural will now be located right before

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the 1st ramp leaving the building. Suzann moved to approve the proposal. Ben seconded the motion, which passed.

John informed the board that Hailey Beliew will be applying for the state library MLIS (Master of Library and Information Science) scholarship after she has completed 12 hours of her degree.

Ben moved to adjourn at 6:34PM. Suzann seconded the motion. The meeting adjourned.

Minutes for September 18, 2023

Jeff Whittingham called the monthly meeting of the Faulkner County Library board to order on September 18th, 2023, at 5:34 PM. Present were board members Ben Thompson, Stephanie Vanderslice, Suzann Waggoner, Jeff Whittingham, and Jeff Moncrease as well as Director John McGraw, Assistant Director Deanna Dillon, and Children & Youth Services Manager Mary Spears Polk.

Minutes of the August 21st meeting was reviewed. Ben moved to approve the minutes as presented. Suzanne seconded the motion, which passed.

Summary Statements of Operations were reviewed. John noted Thursday the Quorum Court will vote to move money for plumbers and electricians and to amend Part Time salary. John noted that Hoopla limits are starting to be reached again.

Statistical Report and Programming were reviewed. John stated that checkouts for the month of August are down from 2022. Kanopy is still holding strong with checkouts. The bookkeeper's reports were reviewed.

Purchase Orders were reviewed. John noted the 1st of the 4 cleanouts have been installed by Garretts Plumbing. The Mid-state Termite payment has been paid and Loretta has contacted roofing companies to get quotes to repair the damage. Suzann moved to approve the Purchase Orders as presented. Jeff Moncrease 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.

Old Business

Greenbrier Termite Treatment: Mid-state Termite has treated the building and are reporting there is no more activity. Loretta is reaching out to Roofing companies to get quotes to fix the damages.

New Business

2024 Millage Budget: John presented the board with the proposed budget for 2024 that will go in front of the Budget and Finance Committee in the next few months. John noted that most of the changes are increasing plumbing, professional development, phone, and internet line items. As far as personnel he has added money to the part-time salary lines to cover summer temps. Ben moved to approve the 2024 Millage Budget to the Quorum Court. Stephanie seconded the motion, which passed.

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Library Card Application: John reported to the board that a patron complained about the optional items on our library card application. The board reviewed the applications and made no changes.

Medical Supplies Kits: DeAnna presented a quote from the Red Cross for AED (Automated External Defibrillator) devices for each branch with 2 at the Conway location. Jeff Moncrease moved to approve the purchase of 7 devices. Stephanie seconded the motion, which passed.

Conway Handrails: DeAnna presented a quote from Kordsmeier to replace the handrails down the ramp at the Conway location to something more stable. Jeff Moncrease moved to approve the Kordsmeier quote. Stephanie seconded the motion, which passed.

Ben moved to adjourn at 6:09PM. Suzann seconded the motion. The meeting adjourned.

Minutes for October 16, 2023

Jeff Whittingham called the monthly meeting of the Faulkner County Library board to order on October 16, 2023, at 5:32 PM. Present were board members Ben Thompson, Stephanie Vanderslice, Jeff Whittingham, and Jeff Moncrease as well as Director John McGraw, Assistant Director Deanna Dillon, and Children & Youth Services Manager Mary Spears Polk.

Minutes of the September 18th meeting was reviewed. Ben moved to approve the minutes as presented. Stephanie seconded the motion, which passed.

Summary Statements of Operations were reviewed. John noted that we are ahead in revenue from last year. The Quorum court did approve of moving funds to cover the overages in plumbing, electrical. As well as increase the Part-Time Salary line.

Statistical Report and Programming were reviewed. John stated that Twin Groves and Mt. Vernon attendance surpassed totals from 2022. Children and Teen programs have surpassed 22 year-end numbers and Kanopy circulation is up by 25% from last year.

The bookkeeper's reports were reviewed.

Purchase Orders were reviewed. John noted that the floors, remodel of the programming space and the 4 cleanouts have been paid for. Ben moved to approve the Purchase orders. 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. John stated we were unable to find a better price for transit, so we are staying with LRC Express.

Old Business

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Greenbrier Termite Treatment: termites are no longer there, and we have 1 of 3 bids to replace the wood from the damage that was caused. John is asking that we look at replacing the same items on Vilonia and Mayflower because they are all the same age and some of the damage is just from old age.

Salary Proposals: Personal committee listen to the data on averages of salaries from class 6 counties. The vote to move the proposal out of committee died with no second. A one-time salary adjustment will be going in front of the court at the next meeting.

Library Card Application: Ben asked about the resolution of the library card application. John talked with circulation staff about how this information was used daily. The information is buried so deep in the account and the data collection is not used. The decision was made to remove the pronoun option from the library card applications going forward.

New Business

2024 Regional Budget: Next meeting is on October 25th @ 5:30. There are a few items on the agenda so it should be a short meeting to approve the 2024 budget. Courier prices will have a slight increase next year. Hoping to increase Hoopla's budget by 25%. Summer Reading will stay at 40K.

Mount Vernon Bush-Hogging: two estimates were presented to clean up the lot that has grown up for the new Mt. Vernon Building. Stephanie moved to approve Down South Quote of \$2000. Jeff M seconded the motion, which passed.

Wade Contract Renewal: Wade is the only company that placed a bid to maintain the software for the Conway location. Stephanie moved to approve the Service Plan from Wade Company. Ben seconded the motion, which passed.

Supplemental material was reviewed showing the Digital Annual Review from Hoopla.

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

Minutes for November 20, 2023

Jeff Whittingham called the monthly meeting of the Faulkner County Library board to order on November 20, 2023, at 5:32 PM. Present were board members Ben Thompson, Stephanie Vanderslice, Jeff Whittingham, and Jeff Moncrease as well as board nominee Cindy Stage, Director John McGraw, Assistant Director Deanna Dillon, and Children & Youth Services Manager Mary Spears Polk, Children & Youth Services Katie Scott, Network Admin Chris Bowen, and Ashlan Pritchett.

Minutes of the October 16th meeting was reviewed. Stephanie moved to approve the minutes as presented. Jeff Moncrease seconded the motion, which passed.

Summary Statements of Operations were reviewed. John stated that we are 107% of projected revenue for the year.

The bookkeeper's reports were reviewed.

Statistical Report and Programming were reviewed. John stated that we have surpassed 2022 attendance numbers as of this week.

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

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

Regional transactions were reviewed. John stated that the regional board approved for Faulkner County to assume costs for Kanopy in 2024 to keep the regional reimbursement at the same amount.

Old Business

2024 Millage Budget: Budget cleared committee and will be going to the full court on November 21st. The Budget Committee is recommending a 6% COLA to 2024 budget.

Greenbrier Repairs: Loretta has only received one bid for \$1350 part and \$1800 labor. Jeff Moncrease moved to approve the quote. Ben seconded the motion, which passed.

New Business

Hotspot Proposal: Chris presented information on terminating our contract with T-Mobile based on the usage statistics vs cost. Jeff Moncrease moved to approve the request. Stephanie seconded the motion, which passed.

Conway Door Repairs: John presented a proposal to replace the motor on the front sliding doors in Conway for \$1435.00. Stephanie moved to approve the quote. Jeff Moncrease seconded the motion, which passed.

HVAC Repairs: John presented 2 proposals from Harrison to replace a hot water and cold-water pump in Conway. John noted that funds would need to be moved by the quorum court to address this immediately, or it could wait until January. The board directed John to seek the transfer of funds and pursue repairs immediately. Ben moved to approve both proposals. Jeff Moncrease seconded the motion, which passed.

Comics Plus Subscription: Ashlan presented a new product that will provide more options for patrons to view comics. Jeff Moncrease moved to approve the new service. Stephanie seconded the motion, which passed.

Retrofit Lights: John presented quotes from Middlebrooks to retrofit lights in the story room and the new office space in the Arkansas Room. Jeff Moncrease moved to approve the quote for \$3474.29. Stephanie seconded the motion, which passed.

2024 Service Contract – John presented a single contract for ACT Security to renew, and two bids for custodial service. John noted that Superior is by far the lowest of the two bids. Jeff Moncrease moved to approve service contracts for ACT Security and Superior Janitorial for 2024. Stephanie seconded the motion, which passed.

Teen Space Proposal: Mary and Katie presented a proposal for new seating, tables, and security devices for the laptops. Ben moved to approve the items. Stephanie seconded the motion, which passed.

Supplemental material was reviewed showing the 2024 Regional Budget and Minutes and Patron Surveys. Jeff Moncrease moved to adjourn at 6:48PM. Stephanie seconded the motion. The meeting adjourned.

Minutes for December 18, 2023

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Jeff Whittingham called the monthly meeting of the Faulkner County Library board to order on December 18, 2023, at 5:33 PM. Present were board members Cindy Stage, Ben Thompson, Stephanie Vanderslice, Jeff Whittingham, and Jeff Moncrease as well as incoming appointee Kellie Carden, Director John McGraw, Assistant Director Deanna Dillon, and Children & Youth Services Manager Mary Spears Polk and Network Admin Chris Bowen.

Minutes of the November 20th meeting was reviewed. Jeff Moncrease moved to approve the minutes as presented. Stephanie seconded the motion, which passed.

Summary Statements of Operations were reviewed. John stated that we are 109% of projected millage revenue for the year.

The bookkeeper's reports were reviewed. John reminded the board that in 2023 the budget was doubled for teen programs. One outcome of that is that Teen attendance has doubled.

Statistical Report and Programming were reviewed. John stated that we have equaled 96% of 2022 total program attendance in 11 months.

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

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

Regional transactions were reviewed. John stated that the next regional board meeting would be held on January 24th at 5:30.

Old Business

2024 Millage Budget: The Quorum Court agreed to add the 6% COLA to the 2024 Budget. The 2024 budget moved out of committee to the full court.

Building Maintenance: Everything approved for 2023 has been scheduled but may not take place until 2024.

New Business

2024 Service Contract: John presented contract for Summit Fire, Central Lawn, and Superior Outdoors. After discussion on the bids Superior Outdoors and Summit Fire were selected. Jeff Moncrease made a motion to approve Summit Fire and Superior Outdoors bid for approval. Stephanie seconded the motion, which passed.

2024 Fines and Donation budget: John stated he had spoken with all programmers, and they were satisfied with the budget from 2023 so no changes were made. Stephanie moved to approve the F&D budget for 2024. Jeff Moncrease seconded the motion, which passed.

2024 Holiday Closures: John presented the 2024 County closing list and suggested 2 changes for the library. John asked to make Good Friday (3/29) and Columbus Day (10/14) in-service for library staff. Stephanie moved to approve the updates for the 2024 closures. Jeff Moncrease seconded the motion, which passed.

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2022 Legislative Audit: John stated the findings of the 2022 Audit. There were no findings of fact, but three supplemental findings that recommend better practices. The only issues found were on the Comi-Conway Account that there were no receipts of the interest rates received on the account. Since this finding DeAnna has corrected the issue for 2023.

Fine Amnesties: John presented for the Circulation managers a new fine forgiveness program for 2024. This will include a fine forgiveness each quarter to help the local community. Stephanie moved to approve the new program for 2024. Jeff Moncrease seconded the motion, which passed.

Supplemental material of Patron feedback form and MLIS of Record MOU was presented to board members to review.

John noted that the Faulkner County board will need to appoint new members to the regional board. They will meet in January, April, July, and October of 2024. A proposal for Beanstack and updates on the SirsiDynix app will be the first item on the agenda for the board in 2024.

Stephanie thanked Jeff Moncrease for serving his time on the County and Regional board for many years.

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