

Van-Buren County Library Board Minutes - 2023

Van-Buren County Library Board Meetings are held on the second Wednesday of each month at 5:00 PM. Board Meetings are open to the public for attendance and commentary.

Minutes for January 11, 2023

Kelly Tester called the monthly meeting of the Van Buren county library board to order on January 11, 2023, at 5:05PM. Board members Tracy Hastings, Joye Hawk, David Jeffries, and Kelly Tester were present, as well as Kim Tyler, Mark Whitson, Director Deborah Meyer and Regional Director John McGraw.

Minutes of the December 7th meeting were reviewed. David moved to approve the minutes as presented. Tracy seconded the motion. The minutes were approved. Library Financials were reviewed. Replacement and installation of the new smart board is reflected in the First Service account. UPS service provided slightly more income than cost in December, with one deposit outstanding. Millage collection in December was down from the previous December. There have been issues getting invoices out of the sanitation company, which must be resolved before the county closes the books on 2022 spending.

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

Old Business

The Budget Detail Report for January does not reflect the budget lines the quorum court committed to, with the primary problem being approximately \$20,000 less in payroll for 2023, which paused plans to move two staff into full-time employment. There was discussion about where the discrepancy arose, and whether the solution is with the quorum court or the clerk's office. Deb said she would contact the judge's office to get more information.

Teri is beginning to do storytimes. Calendars of events have been produced and programs are being promoted on the radio and in the newsletter.

New Business

There was discussion about when board members' terms expire. David Jeffries is amenable to reappointment.

There was discussion about areas that need funding. This ranged from equipment to staffing to lawn maintenance.

John raised a point of order, that the first meeting of the year should have addressed who would chair the board for 2023. There was a discussion of various candidates. David nominated David Emmerling for a second year. Joye seconded the motion, which passed.

John requested three volunteers to serve as the county representatives to the Regional board. The Regional board meets quarterly, can meet via Zoom, and has usually had extremely short meetings. The state library is pursuing a considerable increase in funding, which could lead to discussions and trials of new products to fill unmet needs this summer. Kelly, Joye, and David volunteered to serve. The next Regional meeting is January 25th at 5:30PM. John promised to send the Minutes, and Budget from the last Regional meeting, as well as the Zoom link, to all members of the county board.

The library will be closed on Monday the 16th for Martin Luther King Day.

The next county board meeting is February 8th at 5:00PM.

Joye moved to adjourn. David seconded the motion and the meeting was adjourned at 5:56PM.

Minutes for February 8, 2023

David Emmerling called the monthly meeting of the Van Buren county library board to order on February 8, 2023, at 5:04PM. Board members Joye Hawk and Kelly Tester joined via Zoom. Joining David were Faulkner County Network Administer Chris Bown, Director Deborah Meyer and Regional Director John McGraw.

Minutes of the January 11th meeting were reviewed. David thanked the board for voting to retain him as chair for another year and thanked the Regional board representatives for being willing to serve. Kelly moved to approve the minutes as presented. Joye seconded the motion. The minutes were approved. Library Financials were reviewed. The change in salary budget lines has still not been resolved and Deb is in communication with the Judge James about that. The charge to the Law Library is a 2022 bill and needs to be removed from the 2023 budget report.

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

Old Business

The revised signing sheet at First Security still needs some signatures, Deb reported.

New Business

Teri is putting together the Summer Youth Program. Deb is pursuing grants with Methodist Women's group and Dollar General. Friends of the Library fundraisers may also be important.

Chris set up a Zoom with Communico's Marcie Schneider. Faulkner County uses Communico for Events and Meeting Room reservations and Deb expressed interest in getting the Regional board to purchase it for both counties should Regional funds be expanded.

The library will be closed on Monday the 20th for Presidents Day.

The next county board meeting is March 8th at 5PM.

Kelly moved to adjourn. Joye seconded the motion and the meeting was adjourned at 5:47PM

Minutes for March 8, 2023

David Emmerling called the monthly meeting of the Van Buren county library board to order on March 8, 2023, at 5:05PM. Board members David Emmerling, Joye Hawk, David Jeffries, and Kelly Tester were present, as well as Assistant Director Kim Tyler and Regional Director John McGraw. Director Deb Meyer joined via Zoom.

Minutes of the February 8 meeting were reviewed. Kelly moved to approve the minutes as presented. Joye seconded the motion. The minutes were approved. Library Financials were reviewed. The cost of the Arkansas Democrat Gazette was questioned. That covers two subscriptions for a digital paper available to read on an ipad. The board recommended dropping Damascus. It was observed that the insurance had been paid as a lump sum this year. John noted that the gas budget is 44% spent after two months, and Plumbing/Electrical supplies is 87% spent. The latter is due to replacing light bulbs.

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

Old Business

The budget is on the agenda for the Thursday Quorum Court meeting.

New Business

There was a discussion of Van Buren county programs on the website. John explained that the searchable Events page is populated by Communico, which Faulkner County purchased and which Deb has expressed interest in moving to the Regional budget if the Regional board sees added funding this year. The pages for each location in Van Buren county have the month's events up, and the Facebook page has been updating regularly.

There was a discussion about hosting a pop-up Farmer's Market at the library.

The library will be closed on Friday the 7th for Good Friday.

The next county board meeting is April 12th at 5PM.

David Jeffries moved to adjourn. Kelly seconded the motion and the meeting was adjourned at 5:40PM

Minutes for April 12, 2023

David Emmerling called the monthly meeting of the Van Buren county library board to order on April 12, 2023, at 5:06PM. Board members David Emmerling, Joye Hawk, David Jeffries, and Kelly Tester were present, as well as Director Deb Meyer, Assistant Director Kim Tyler and Regional Director John McGraw.

Minutes of the March 8 meeting were reviewed. Kelly moved to approve the minutes as presented. Joye seconded the motion. The minutes were approved. Library Financials were reviewed. Discussion included the cost of Blue Cross, and the budget lines for Electricity and Gas, as well as payroll. David Jeffries moved to approve the financial transactions as presented. Kelly, seconded the motion, which passed.

Old Business

There was discussion of Communico as something to add to the Regional budget if additional aid is awarded to public libraries. The next Regional meeting is April 26th. Other items on the agenda are Act 372 and its impact to the Reconsideration Policy. A lengthy discussion of Act 372 highlighted issues for the county board.

New Business

Discussion of investing the library's carryover settled on a staggered schedule of 9-month CDs every three months, minimizing the impact of early withdrawal in the event of a crisis. Kelly moved to begin putting \$10,000 into a 9-month CD every 3 months. Joye seconded the motion, which passed unanimously.

Deb presented a number of purchases she wishes to make with discretionary funds: Lightbulbs, Air filters, Carpet Cleaner, Vacuum Cleaner, annual professional carpet cleaning, Toshiba repair, 2 iPads, 2 Macbook Airs, 3 Mac desktops, Cabinets, a table, and a Bulletin board rack. Kelly moved to allow up to \$10,000 toward these needs with the Director determining the priority. David Jeffries seconded the motion, which passed.

The 2024 eclipse was discussed. Ideas to outreach to tourists were developed.

Miller sanitation account is caught up.

David Emmerling is interested in creating a collection of stellar documentary films. A preliminary list was circulated and additional title suggestions were requested.

Kelly moved to adjourn. Joye seconded the motion and the meeting ended at 6:09PM.

The library will be closed on May 29 for Memorial Day.

The next county board meeting is May 10th.

Minutes for May 10, 2023

David Emmerling called the monthly meeting of the Van Buren county library board to order on May 10, 2023, at 5:11PM. Board members David Emmerling, Tracy Hastings, David Jeffries, and Kelly Tester were present, as well as Director Deb Meyer, Assistant Director Kim Tyler and Regional Director John McGraw.

Minutes of the April 12 meeting were reviewed. John noted that there was an erroneous second adjournment included that should be struck. Kelly moved to approve the minutes as amended. David Jeffries seconded the motion. The minutes were approved. Library Financials were reviewed. Discussion included the cost versus revenue of UPS service, a large deposit with First Service (Regional Reimbursement), and some millage budget lines to watch. David Jeffries moved to approve the financial transactions as presented. Kelly, seconded the motion, which passed.

Old Business

The investment plan approved in April has burdensome requirements for certificates of deposit making ongoing incremental investments unattractive. David Jeffries moved that the library invest up to \$40,000 in CDs with Director Deborah Meyer and one board member (either David Emmerling or Kelly Tester) to be signatories to the CD. Kelly seconded the motion, which passed.

Deb repeated her desire to get Communico, despite the Regional board getting no new funding to take over the costs. John said he would get a price to get Clinton and Damascus added to Faulkner County's contract.

New Business

Deb spoke with the city of Damascus about getting fiber internet for the library there.

Deb initiated a discussion about copiers. Several vendors leasing and/or servicing copiers were discussed. Quality Office in Searcy, Capital Copies in Conway, and Datamax in Little Rock were among those mentioned.

David Jeffries moved to adjourn. Kelly seconded the motion and the meeting ended at 5:50PM.

The library will be closed on May 29 for Memorial Day.

The next county board meeting is June 14th.

Minutes for June 14, 2023

David Emmerling called the monthly meeting of the Van Buren county library board to order on June 14, 2023, at 5:04PM. Board members David Emmerling, Joye Hawk, David Jeffries, and Kelly Tester were present, as well as Director Deb Meyer, Administrative Assistant Kim Tyler, FCL Assistant Director DeAnna Dillon and Network Administrator Christopher Bowen.

Minutes of the May 10th meeting were reviewed. Kelly moved to approve the minutes as presented. Joye seconded the motion. The minutes were approved.

Library Financials were reviewed. The cost of the UPS drop off was questioned as to if it was working out for the staff. Deb stated it was the only location to do so and several people were shocked at everything the library offers by coming in to drop off items to ship back.

David Jeffries moved to approve the financial transactions as presented. Kelly Tester seconded the motion, which passed.

Old Business

Certificate Deposit of 30,000 @ 4.5% for 9 months was signed by board members David Emmerling and Kelly Tester at the start of the meeting. Deb would be taking it to the bank on 6/15/23.

New Business

There was a discussion of moving to a copier lease since their old machine was unable to be repaired. Deb presented 2 quotes from SBS and Datamax. Deb will be going to Quorum Court on 6/15 to ask that \$4000 be moved to line 99 for the copier service. Pricing for copies and fax will stay the same with the lease. David Emmerling motioned to set a budget of \$2,500 to finish the year with the lease. Kelly Tester moved to approve the motion. Joye Hawks seconded the motion, which passed.

Christopher Bowen presented a proposal for reimbursement for cost of Communico. Deb stated that she did not see them using reserve on the software very often. Christopher offered to have them pay ¼ of Faulkner County's cost for Attend and the Core package which comes to \$2,012.50 per year. This will give them access to the calendar function on the website and help to promote their programs. David Jeffries moved to approve the annual cost of \$2012.50. Kelly Tester seconded the motion, which passed.

The library will be closed on July 4th for Independence Day.

The next county board meeting is July 12th at 5PM.

David Jeffries moved to adjourn. Kelly seconded the motion, and the meeting was adjourned at 5:54PM.

Minutes for July 12, 2023

David Emmerling called the monthly meeting of the Van Buren county library board to order on July 12, 2023, at 5:24PM. Board members David Emmerling, Joye Hawk, David Jeffries, and Kelly Tester were present, as well as Director Deb Meyer, Administrative Assistant Kim Tyler and Regional Director John McGraw.

Minutes of the June 14 meeting were reviewed. David Jeffries moved to approve the minutes as amended. Joye seconded the motion. The minutes were approved. Library Financials were reviewed. There was discussion of the bookkeeper's report for the Regional account. David Jeffries highlighted a chart showing the income and expenses attached to the UPS account, which is growing slowly. Kelly moved to approve the financial transactions as presented. David Jeffries seconded the motion, which passed.

Old Business

The quorum court appropriated money for the copier, a Toshiba.

A nine-month CD is currently maturing.

New Business

John mentioned the duo MömandPöp spoke to him the day after their performance in Clinton, saying that they had had 3 people attend last year, and about 75 the day before. Attendance in June was up sharply over the previous June and the staff is to be commended for promoting programs.

There was discussion of a fund-raiser fun run, with different locations and times of day considered.

John circulated a revised policy for Reconsideration of Challenged Materials, and a new form to initiate book challenges. This is the only business before the Regional board at their July 26 meeting, which should probably be by Zoom.

Kelly moved to adjourn. Joye seconded the motion and the meeting ended at 5:58PM.

The next Regional board meeting is July 26.

The next county board meeting is August 9.

The library will be closed on September 4 for Labor Day.

Minutes for August 9, 2023

David Emmerling called the monthly meeting of the Van Buren County library board to order on July 12, 2023, at 5:10PM. Board members David Emmerling, Joye Hawk, and David Jeffries were present, as well as Administrative Assistant Kim Tyler, Director Deb Meyer, Regional Director John McGraw, and Matt Walston.

Deb introduced Matt Walston, a Leslie resident with a Master of Library Science degree who is looking for work in the library field.

Minutes of the July 12 meeting were reviewed. David Jeffries moved to approve the minutes as amended. Joye seconded the motion. The minutes were approved.

Library Financials were reviewed. David Jeffries asked where the copier costs were in the listed transactions. That is listed as Xerox Financial Services, which covers the lease and the insurance on the machine. It is billed monthly. Deb reported she has replaced HVAC filters and light bulbs and needs to purchase more bulbs. The 2024 budget will need more money for electrical supplies. Planning for the 2024 budget has begun. David Emmerling asked that a draft would be available at the September meeting. Printing has increased and more toners may be needed, perhaps paid from First Security. Joye moved to approve the financial transactions as presented. David Jeffries seconded the motion, which passed.

Old Business

Summer Reading was well attended. Circulation increased 25%. The library issued a large number of new cards. The 1000 Books Before Kindergarten program will soon have its first graduate to hit 1000 books.

New Business

Deb included a monthly statistics sheet which breaks down all the tasks' staff handled aside from checking books in and out.

Deb mentioned purchasing additional A-frame shelving, whether there were cheaper alternatives to library catalog pricing. Local craftsmen and the Arkansas Corrections Institute are two options.

John reported that two sections of Act 372 were enjoined, so reconsiderations policies were unchanged. Mississippi has outlawed minors using Hoopla and Overdrive, and perhaps Arkansas will follow suit.

David moved to adjourn. Joye seconded the motion and the meeting ended at 5:48PM.

The library will be closed on September 4 for Labor Day.

The next county board meeting is September 13. The next regional board meeting is October 25.

Minutes for September 13, 2023

The board meeting opened at 5:04pm on September 13, 2023. Members present: David Emmerling, David Jeffries, Joye Hawkes, Kelly Tester Deborah Meyer, Director and Kim Tyler, Admin Asst for the VBC Library. John McGraw, Regional Director, was absent due to family illness.

Reading of the Minutes

David Jeffries wanted to know who was taking the minutes of the meeting. Deborah Meyer said that the minutes are being recorded using the recorder App on the iPad. President David Emmerling asked if we had a chance to read the minutes all confirmed they have done so. He then asked if anyone had a comment concerning the minutes, no one did.

David requested a motion be made to accept the minutes of last month as read. Joye made a motion to accept the minutes as read, David Jeffries 2nd and the motion carried.

Financial Report

David asked Deborah to review the bank statements and Deborah read and give a brief detail of bank statements for First Service and First Security Banks (refer to bank statements attached along with minutes). First Service Bank: Ending Balance for August: \$57,497.56; CD balance: approximately \$30,246 .00. and First Security Balance for August: \$5,440.10. David Emmerling had questions about information on the Treasurers Ledger concerning page 2 of 4 because of First Service and First Security Deposit. Deborah noted that the County Tax Collector makes weekly deposits and First Security Bank and David expressed concerns about Full-time/part-time salaries budget lines and how it will be meet. David wants to know how much of the millage is the County holding. David Jeffries made a motion to approve the financial report as given, Kelly 2nd and the motion carried.

Old Business

2024 BUDGET PROPOSAL - Each board member was given a copy of the budget repor.t. Deborah is still working on it, and they will receive a copy of what will be given within the next 7 working days. If approved, it will be given to the county clerk on the 29th of September.

New Business

365 Outlook email cybersecurity - Chris has asked that each Board Member take part in the online email cybersecurity training. Deborah said since the board 365-outlook email, they also have access to office 365 to be used online and can download and install on their computer.

Upcoming Board Member expirations

David Jeffries and Kelly Tester agree to extend for another 5-year term.

David is looking for an article in one of the newspaper articles had agreed to give the library 1 million dollars.

Quorum Court look for the article where the quorum count agrees to
Deborah also says that she has ordered a Microfilm VBC Democrat.

AT 5:54 a motion was made by David Jeffries to adjourn, Joye Hawk 2nd and the motion carried.

Other information: Partial Solar Eclipse 14 Oct 23, Next holiday – 11 November - Veterans Day. the Solar eclipse in partial. Next regional board meeting 24 September, next Board meeting is 8 November 2023

Minutes for October 11, 2023

David Emmerling called the monthly meeting of the Van Buren county library board to order on October 11, 2023, at 4:58PM. Board members David Emmerling, Tracy Hastings, Joye Hawk, David Jeffries, and Kelly Tester were present, as well as County Judge Dale James, Administrative Assistant Kim Tyler, Director Deb Meyer, and Regional Director John McGraw.

Judge Dale James administered oaths of office to David Jeffries and Kelly Tester.

The board went into executive session to discuss payroll in the 2024 budget.

Minutes of the September 13 meeting were reviewed. "Old Business: Each board" should read "Each board member". Kelly moved to approve the minutes as amended. Joye seconded the motion. The minutes were approved. Library Financials were reviewed. David Jeffries moved to approve the financial transactions as presented. Kelly seconded the motion, which passed.

Old Business

Deb reported the Budget Committee begins meeting Monday at 6PM. Kelly moved to budget Kim's salary at \$15/hour in 2024, and to increase all other salaries by \$1/hour. There was discussion about whether offsetting cuts were needed before the motion was approved by acclamation.

New Business

John spoke about the Regional budget for 2024, in advance of the Regional board meeting on October 25. His goal is to increase spending on Hoopla and Kanopy to match increased use, but is struggling to balance the budget.

Upcoming holidays were discussed. The library will be open on the Saturday following closures for Veteran's Day and Thanksgiving.

Kelly moved to adjourn. Tracy seconded the motion and the meeting ended at 6:00PM.

The next Regional board meeting is October 25.

The next county board meeting is November 8.

The library will be closed on November 11 for Veteran's Day.

Minutes for November 8, 2023

David Emmerling called the monthly meeting of the Van Buren county library board to order on November 8, 2023, at 5:19PM. Board members David Emmerling, David Jeffries, and Kelly Tester were present, as well as Administrative Assistant Kim Tyler, Director Deb Meyer, and Regional Director John McGraw.

Minutes of the October 13 meeting were reviewed. Kelly moved to approve the minutes as amended. David Jeffries seconded the motion. The minutes were approved. Library Financials were reviewed. Deb noted that multiple budget lines are very thin as the end of the year approaches. A discussion of the next generation of patron computers discussed purchase costs and upkeep costs. Travel logs were discussed.

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

Old Business

Deb reported the Budget Committee meets the day after this board meeting.

New Business

Deb reported that Kim is sending letters to patrons who have damaged library items notifying them of replacement charges.

The Copernicus Foundation visited the library, scouting sites to livestream the 2024 Eclipse. They left behind books and audiovisual material on Copernicus.

Deb discussed cancelling Saturday hours. She promised to bring some numbers to a future board meeting.

Deb requests a one-day closure in December to shelf-read the collection.

There was discussion of using the First Service account for printing supplies, as the funds for printing are deposited with First Service.

Kelly moved to adjourn. David seconded the motion and the meeting ended at 5:51PM.

The next Regional board meeting is January 25.

The next county board meeting is November 8.

The library will be closed on November 11 for Veteran's Day.

Minutes for December 8, 2023

David Emmerling called the monthly meeting of the Van Buren county library board to order on December 8, 2023, at 5:00PM. Board members David Emmerling, Joye Hawk, David Jeffries, and Kelly Tester were present, as well as Administrative Assistant Kim Tyler, Director Deb Meyer, and Regional Director John McGraw.

Minutes of the November 8 meeting were reviewed. Kelly moved to approve the minutes as presented. Joye seconded the motion. The minutes were approved. Library Financials were reviewed. There was discussion about the law library carryover and the need to move some expenses off of the law library. There was discussion about the 2023 millage relative to 2022 revenue as well as 2023 expenditures. There was discussion of the amount paid to APERS as a percentage of wages.

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

Old Business

Deb reported the Budget Committee concludes 2024 Budget meetings on December 14th. A 3% cost of living increase is being added to 2024 Budgets.

New Business

Inventory is scheduled for December 21.

John had three Regional issues to discuss with the board.

The mobile app for the library has failed due to issues with our software provider, Sirsi-Dynix. They are working on a replacement, which will not be available for some months.

Readsquared has been provided for a few years now by the state library, which will no longer be paying for it. It is good for reading challenges, like 1000 Books Before Kindergarten or Summer Reading challenges. John hopes the Regional board will consider paying for it, or for another product called Beanstack which has a few extra features designed to make tracking books read much easier.

The next Regional board meeting is January 24, and the county boards need to select three people to serve on the Regional board in 2024.

There was discussion about increasing programming for teens, perhaps Dungeons And Dragons.

Kelly moved to adjourn. David seconded the motion and the meeting ended at 5:53PM.

The next county board meeting is January 10.

The next Regional board meeting is January 25.