

# Van-Buren County Library Board Minutes - 2024

## Minutes for February 14, 2024

David Emmerling called the monthly meeting of the Van Buren county library board to order on February 14, 2024 at 5:05PM. Board members David Emmerling, Tracy Hastings, Joye Hawk, David Jeffries, and Kelly Tester were present, as well as Friends Of The Library President Jeff Meredith, Administrative Assistant Kim Tyler, Director Deb Meyer, and Regional Director John McGraw.

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

Library Financials were reviewed. The Certificate of Deposit has now earned \$583. David Jeffries drew attention to a transfer from County General for the debt service was only \$125,090. John noted that the budgeted amount had been changed down to \$275,090. There was discussion as to whether the full \$330,000 payment had been made. Deb promised to investigate payment on the debt. David Jeffries moved to approve the financial transactions aside from the discrepancy in the debt payment. Kelly seconded the motion, which passed.

### Old Business

The 2024 Budget did not reflect the pay raises requested by the board. A 3% cost of living increase was added to payroll.

John noted that attendance in January was 1000 people more than January 2023.

### New Business

E-Rate application period is open, with CAT1 Internet being pursued.

The Petit Jean bill has increased to \$2000. An audit has been requested.

The board reviewed proposals for remote monitoring of the HVAC system, as well as for alarm systems. Tracy moved to accept Heritage's bid for alarm monitoring and service. Kelly seconded the motion, which passed.

The board reviewed a proposal from Mad Moose to powerwash the building. David Jeffries moved to spend up to \$800 to have the building powerwashed. Joye seconded the motion, which passed.

John asked for three representatives to the Regional board, which meets February 28th.

David Jeffries, David Emmerling, and Tracy Hastings agreed to serve. There was discussion about designating proxies. John said that it was not allowed under the current bylaws, but the way to change the bylaws is to serve on the Regional board.

Kelly moved to adjourn. David seconded the motion and the meeting ended at 6:03PM.

The next Regional board meeting is February 28.

The next county board meeting is March 13

# Minutes for March 13, 2024

David Emmerling called the monthly meeting of the Van Buren county library board to order on March 13, 2024 at 5:07PM. 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 February 14 meeting were reviewed. David Jeffries noted that the Petit Jean bill referenced is \$2000, not \$200. Kelly moved to approve the minutes as amended. Joye seconded the motion. The minutes were approved. Library Financials were reviewed. The First Service account saw a net increase of \$641 with a final balance of \$64,159. First Security had \$1,604 in deposits and expenditures of \$2,055 for an ending balance of \$5,200. David Jeffries remarked on the disparity of interest between the two accounts. David Jeffries moved to approve the expenditures. Joye seconded the motion, which passed.

## Old Business

DVR quotes are still pending.

Johnson Lawn submitted a quote for powerwashing. This is greater than the bid submitted last month and Deb will be pursuing that one.

A bid from Precision Floor Cleaning priced a carpet cleaning at \$1461. The carpets have not been professionally cleaned since at least the year before last, possibly longer. Kelly moved to accept Precision's bid. David Jeffries seconded the motion, which passed.

## New Business

The certificate of deposit will be renewed for another six month period running from March to September.

Irregularities with gas bills prompted an inspection of the equipment and the replacement of the gas meter.

Petit Jean audit has produced a verbal report, with a final report to follow.

Deb shared some items she wished to purchase, including four book carts, two kick stools to help reach high shelves, two ipads, 2 laptops, and a display case for the circulation area. The book carts would be distributed for patrons to leave books they have browsed. There was discussion about what could be done with devices that need to be retired when their replacements are purchased. The suggestion was made to prioritize the purchases and get some of the items each quarter. David Jeffries moved to authorize up to \$2,000 for the book carts and kick stools in this first quarter of the year. Kelly seconded the motion, which passed. The tablets and laptops are slated for the second quarter.

John noted that February attendance was more than 1,200 people above previous February's, an increase of roughly 60%.

David Jeffries moved to adjourn. Kelly seconded the motion and the meeting ended at 6:15PM.

The next county board meeting is April 10.

The next Regional board meeting is April 28.

# Minutes for April 10, 2024

David Emmerling called the monthly meeting of the Van Buren County Library Board to order on April 10, 2024 at 5:03PM. Board members David Emmerling, Joye Hawk, David Jeffries, and Kelly Tester were present, as well as Friends Of The Library President Jeff Meredith, Administrative Assistant Kim Tyler, Director Deb Meyer, and Regional Director John McGraw.

Minutes of the March 13 meeting were reviewed. Kelly moved to approve the minutes as amended. Joye seconded the motion. The minutes were approved.

Library Financials were reviewed. The First Security account saw a net decrease of \$300.21 with a final balance of \$4900.10. First Service had \$2657 in deposits and no expenditures, for an ending balance of \$66,816. The deposits were especially high this month due to the quarterly Regional Reimbursement arriving. As discussed in March, First Service offers money market accounts with higher interest rates and can use Dynamic Transfer in order to continue using the current checks on the new account. David Jeffries moved to transfer the First Service funds into an account earning more interest. Joye seconded the motion, which passed unanimously.

Book trucks to be purchased from Brodart have a 90 day fabrication period.

The \$13,732.16 expenditure to AAC is insurance on the buildings and their contents for the entire year. \$2070 expenditure to Trane is on top of the \$2700 already paid to Trane this year.

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

## Old Business

Building issues: The gas meter has been replaced.

The Petit Jean audit was circulated in March. It did not have clear explanations as to the dramatic increase of utilities, aside from tape on ducts needs patching.

## New Business

Building Issues: Exterior outlets failed during the eclipse. Power was run from interior outlets outside.

There is a very noisy ballast in the library.

Power washing is happening this week.

Carpet and chairs will be cleaned after Summer Reading

Personnel issues: Gloria has resigned. The clerk is refusing to pay her replacement \$12/hour wage Deb has set for the position.

Joye moved to adjourn. Kelly seconded the motion and the meeting ended at 5:41PM.

The next Regional board meeting is April 28.

The next county board meeting is May 8.

# Minutes for May 8, 2024

David Emmerling called the monthly meeting of the Van Buren County library board to order on May 8, 2024, at 5:08PM. Board members David Emmerling, Tracy Hastings, and David Jeffries were present, as well as Administrative Assistant Kim Tyler, Director Deb Meyer, and Regional Director John McGraw.

Minutes of the April 10 meeting were reviewed. David Jeffries moved to approve the minutes as presented. Tracy seconded the motion. The minutes were approved.

Library Financials were reviewed. The First Security account saw a net increase of \$329.63 with a final balance of \$5229.73. First Service saw a net decrease of \$471.43, for an ending balance of \$65344.58. Tracy moved to approve the expenditures. David Jeffries seconded the motion, which passed.

## Old Business

Building issues: Exterior outlets tripped breakers during the eclipse but are working presently. A noisy ballast has been disabled on one bank of lights. The building was power washed. Carpet and chairs will be cleaned after Summer Reading.

## New Business

With the approved April minutes, the Dynamic Transfer paperwork can proceed. There will be a signatory sheet that will need three signatures of board members.

David Jeffries moved to adjourn. Tracy seconded the motion and the meeting ended at 5:12PM.

The next county board meeting is June 12

The next Regional board meeting is July 24.

# Minutes for June 12, 2024

Kelly Tester called the monthly meeting of the Van Buren County library board to order on June 12, 2024, at 5:16PM. Board members Tracy Hastings, Joye Hawk and Kelly Tester were present, as well as Friends Of The Library President Jeff Burgess, Administrative Assistant Kim Tyler, Director Deb Meyer, and Regional Director John McGraw. David Emmerling would arrive for Old Business and chair the meeting thereafter.

Minutes of the May 8 meeting were reviewed. Joye moved to approve the minutes as presented. Tracy seconded the motion. The minutes were approved.

Library Financials were reviewed. The First Security account saw a net increase of \$98.10 with a final balance of \$5327.83. First Service moved \$66447.95 into a Business Premier account, leaving \$2202.31 in the checking account. The CD matures in September but might not be worth renewing if the money market account is earning more interest. John noted that the millage collection was up over 2023. Joye moved to approve the expenditures. Tracy seconded the motion, which passed.

## Old Business

## New Business

Floors and chairs are scheduled to be cleaned 8/3. The library will close for cleaning. Deb requested authorization to add cleaning the vinyl in the lobby and meeting room as well. Kelly moved to spend the requested amount to add the vinyl flooring to the cleaning. Joye seconded the motion, which passed.

David and Jeff spoke about the need to begin listing building improvements and their costs in advance of the building being paid off. Itemizing now will help prioritizing and budgeting later.

Software renewal for the lockers was discussed. As the amount did not exceed \$1,000, the board directed Deb to try negotiating a better price and pay as needed.

Monthly meeting times were discussed. Joye moved to change the meetings to the third Wednesday of the month. Kelly seconded the motion, which passed.

Deb outlined a plan for a food drive for kids in June and July.

Kelly moved to adjourn. Tracy seconded the motion and the meeting ended at 6:22PM.

The next county board meeting is July 17

The next Regional board meeting is July 24.

# Minutes for July 17, 2024

David Emmerling called the monthly meeting of the Van Buren County library board to order on July 17, 2024, at 5:02PM. Board members David Emmerling, Joye Hawk and David Jeffries were present, as well as Richard Roberts, Friends of The Library President Jeff Burgess, Administrative Assistant Kim Tyler, Director Deb Meyer, and Regional Director John McGraw. Minutes of the June 12 meeting were reviewed. Joye moved to approve the minutes as presented. David Jeffries seconded the motion. The minutes were approved.

Library Financials were reviewed. The First Security account saw a net decrease of \$364.30 with a final balance of \$4963.53. First Service saw an increase of \$556.44 in the Public Funds Super Now account for an ending balance of \$2758.75. The Business Premier Money Market account increased \$220.14, entirely due to interest on the balance. Millage spending was reviewed. There was discussion of moving expenses off the Law Library budget onto other accounts. Deb estimated that the Law Library would need to spend about \$500 on books in 2024. David Jeffries moved to approve the expenditures. Joye seconded the motion, which passed.

## Old Business

The locker software discussed previously costs \$744. There was discussion about options for paying for it. John recommended the millage budget line for software subscriptions, 3102.

## New Business

Deb proposed:

1. Ordering new checks to write against the Business Premier Money Market account.
2. Closing the Public Funds Super Now Account and moving the funds into the Business Premier Money Market account.
3. Retiring the CD upon maturity in September and moving the funds into the Business Premier Money Market account.

This will consolidate the finances in a single account at each bank. The following board members will be available

to sign/approve these changes: David Emmerling, David Jeffries and Kelly Tester. David Jeffries moved to approve this consolidation of First Service Accounts. Joye seconded the motion, which passed unanimously.

Deb said she would be asking the quorum court to revise their petty cash standard from \$40 to \$100.

David Emmerling summarized the June discussion of prioritizing and pricing building issues. He gave the floor to Richard Roberts. Richard described his history and credentials in this area.

There was discussion about naming the land upon which the library sits.

The board by acclamation agreed to adjourn. The meeting ended at 6:04PM.

The next regional board meeting is July 24.

The next county board meeting is August 21

# Minutes for July 17, 2024

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 August 21, 2024

The Van Buren County Library Board meeting was held on 21 August 2024 at 5:00. The following board members were in attendance, President David Emmerling, David Jeffries, Joye Hawke, Kelly Tester and Tracey Hastings. Also, present was Director Deborah Meyer, Admin Asst. Kim Tyler and our guest Landon G. Prior to officially starting the business, Mr. Landon G was here at the Directors bequest to present his business proposal to help the VBC Library to improve its Facebook image. Upon completion of the presentation the business meeting officially started. President David Emmerling called the meeting to order. Asking if to all members had reviewed the minutes and if there were no corrections if someone would make a motion to accept the minutes as read, Kelly Tester made the motion to accept the minutes as read, David Jeffries 2 and the motion carried.

Deb Meyer was asked to present the financial report. 1st Service Bank Starting/Ending Balance for acct #1023 is \$2,758.75/\$1772.77. Acct #3184 starting balance/ending balance of \$66,668.09/\$66,895.92. First Security Bank: starting and ending balance - \$4953.53/5116.25. Deborah has arranged for the cancellation of the CD at maturity (this coming September 1st) and added to the Business Premier Acct (3184) Fund. Once all checks have cleared, the account for 1023 will be discontinued and any funds left will also be transferred to the library's Business Premier Account (3184). The following members have agreed that one of the following library board members will be to be available to sign checks and other transactions on that account: David Emmerling, David Jeffries and Kelly Tester, and Director Deborah Meyer since they are the most accessible. David Jeffries made the motion to accept the treasury report. Joye 2nd and the motion carried.

## Old Business

Petty Cash: Quorum Court gave its approval for the library to have \$100.00 in petty cash \$40.00. Deborah will deduct \$60.00 from the weekly intake and ensure that a receipt indicates that action taken.

## New Business

Playaway Launchpads/Wonder books: The friends of the library purchased 10 Playaway's and 8. Deborah recommends that we purchase more in the future. The patrons will be allowed to borrow them for 1 week. Many board members expressed concern regarding expense, breakage and damage cost to the consumer with a price range of \$54.00 – \$179.00. It was recommended that we wait and see how the equipment holds up.

Landon Gatliff local social media management consultant has agreed to assist the library in improving their Facebook image. Deb will work with Landon for the rest of the year, and present info to the board in January 2025.

Van Buren County Library Board

289 Factory Road, Clinton, AR 72031

Judge Dale James wants the library board to address naming surrounding property be dedicated to the Warrens (David and Jonell). He suggested "Warren's Field". Deb recommended that the name be given "Warren's Lea". A discussion was held regarding signage. David and others agree that they do not want signage distributed around the property. He made a proposal to see about adding the name to the current sign. Deborah is to get measurements of the current signage.

At 5:59, David Jeffries made the motion to adjourn, Tracy 2nd and the motion carried. Next board meeting will be 18 September @ 5:00pm.



# Minutes for September 18, 2024

David Emmerling called the monthly meeting of the Van Buren County Library Board to order at 5:06PM. Board members David Emmerling, Joye Hawk, David Jeffries, and Kelly Tester were present, as well as Friends of the Library President Jeff Meredith, Administrative Assistant Kim Tyler, Director Deborah Meyer, and Regional Director John McGraw.

Minutes of the August 21 meeting were reviewed. Under Old Business, a typo included the word “vice” which should be removed. David Jeffries moved to accept the minutes as amended. Kelly seconded the motion, which passed.

Financial reports were reviewed. Deb reported that the First Security account had an ending balance of \$5,975.20. The First Service Money Market account had an ending balance of \$64,620.66. The First Service Super Now account had an ending balance of \$2,260.14. Checks written on this account were for air filters and the carpet cleaning service. Deb reported that the county had mistakenly paid the electric bill from Law Library funds rather than the Library millage fund. An ordinance correcting that will go to the quorum court. Kelly moved to approve the financial reports. David Jeffries seconded the motion, which passed.

## Old Business

As discussed in August, upon maturity the CD with First Service was cancelled and the funds moved into the Money Market account.

As discussed in August, the current proposal for naming the campus is to call it “Warren’s Lea” with signage below the existing sign in 3” font, perhaps in Burgundy.

## New Business

Deb is beginning to work up a 2025 budget. It will look very much like the 2024 budget, with some changes to Personnel, Utilities, and Magazine budget lines. More on that as deadlines appear.

A series of programs on elected officials and their job duties kicked off with County Judge Dale James. Upcoming programs will focus on the Election Commissioner and Secretary of State.

Asked about Landon Gatliff’s work so far on social media, Deb reported he has begun scheduling posts for maximum impact, including well received posts on Hannah’s program and Wonderbooks.

Joye moved to adjourn. Kelly seconded the motion, which passed. The meeting adjourned at 5:40PM

# Minutes for October 16, 2024

David Emmerling called the monthly meeting of the Van Buren County Library Board to order at 5:06PM. Board members David Emmerling, Joye Hawk, and David Jeffries were present, as well as Administrative Assistant Kim Tyler, Director Deborah Meyer, and Regional Director John McGraw.

Minutes of the September 18 meeting were reviewed. David Jeffries moved to accept the minutes as amended. Joye seconded the motion, which passed.

Financial reports were reviewed. Deb reported that the First Security account had an ending balance of \$4,887.11. Checks written on this account were to Demco for library supplies.

The First Service Money Market account had an ending balance of \$62,088.65. The First Service Super Now account had an ending balance of \$925.32. Contrary to the wishes of the library board detailed in past months' minutes, First Service created a new account (#3475) for the funds of the retired CD. Furthermore, they have charged the account \$137.75 for deposit slips. It is unclear who the signatories are to the new account. Finally, the bank statements for the library accounts do not seem to have the library address on file, but 234 Moss Street instead. The board directed Deb to close the #3475 account and deposit the money in the Money Market account #3184 as previously directed.

On the millage accounts, there was discussion of magazine renewals in light of past board recommendations regarding magazines. The distinction between lease payments on the copier versus copy-cost payments on the ledger were discussed. There were questions about what benefits are attached to the payment to AFLAC. The reimbursement due to the Law Library fund passed the Quorum Court but were not reflected on the ledger for the October meeting.

David Jeffries moved to approve the financial reports with these reservations noted. Joye seconded the motion, which passed.

## Old Business

The 2025 Budget proposal includes a 3% increase in salaries. It moves most costs off of the Law Library and onto the millage account. Deb will ask to have separate budget lines for Small Equipment and Books. Joye moved to send the budget as presented to the Budget Committee. David Jeffries seconded the motion, which passed.

## New Business

Deb presented a volunteer policy for the board to review. John offered that Faulkner County had spent some time on this this year, and he would have staff share policies and forms.

There was discussion about working with schools to drop off and pick up books, perhaps on a weekly basis. John noted that Faulkner County has a system for this which could be scaled down as needed. New pick-up locations and patron types would be required, but are easy to do.

Joye moved to adjourn. David Jeffries seconded the motion, which passed. The meeting adjourned at 6:09PM

# Minutes for November 20, 2024

David Emmerling called the monthly meeting of the Van Buren County Library Board to order at 5:10PM. Board members David Emmerling, Joye Hawk, David Jeffries, and Kelly Tester were present, as well as Administrative Assistant Kim Tyler, Director Deborah Meyer, and Regional Director John McGraw.

Minutes of the October 16 meeting were reviewed. David Jeffries moved to accept the minutes as amended. Joye seconded the motion, which passed.

Financial reports were reviewed.

First Service consolidated funds into the Money Market account, which had an ending balance of \$97,084.89. There is \$925.36 remaining in the Super Now account. When the remaining checks have cleared, this fund will be folded into the Money Market account.

The First Security account had a net gain of \$1374.00 for an ending balance of 6261.11.

Joye moved to approve the financial reports. Kelly seconded the motion, which passed.

## Old Business

The Budget Committee approved a budget which contains no raises for staff, separates Books and Small Equipment onto different lines, and transfers utilities back onto the millage budget. The water bill will be higher in 2025. Only law books are budgeted for the Law Library fund in 2025. There was discussion about the amount available to appropriate, as the Treasurer's statement seems to misstate the available carry-over and the likely revenue.

## New Business

Gibbs Service Company submitted a bid for HVAC service in 2025. John stated he had met with a representative of Bernhard that morning and urged him to bid on HVAC for Clinton as well.

Deb discussed the school partnership agreements made with Southside and Shirley school districts, and where the process is at with the Clinton school district. School libraries essentially become branch locations where holds can be requested, circulated, and returned. The goal is to have them running January 1.

Farmer's Market discussions are ongoing.

Kelly moved to adjourn. Joye seconded the motion, which passed. The meeting adjourned at 6:03PM.

# Minutes for December 18, 2024

David Emmerling called the monthly meeting of the Van Buren County Library Board to order at 5:06PM. Board members David Emmerling, Joye Hawk, David Jeffries, and Kelly Tester were present, as well as Administrative Assistant Kim Tyler, Director Deborah Meyer, and Regional Director John McGraw.

Minutes of the November 20 meeting were reviewed. Kelly moved to accept the minutes as amended. Joye seconded the motion, which passed.

Financial reports were reviewed.

First Service Money Market account had an ending balance of \$97,908.65. There is \$594.22 remaining in the Super Now account which will be folded into the Money Market account.

The First Security account had a net gain of \$948.30 for an ending balance of \$7,209.41.

There was discussion of millage collection over the current and previous 2 years, as well as projections going forward. There were questions about the size of the credit card bill, which was due to the two Mac computers approved by the board in March.

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

## Old Business

The school partnerships are proceeding, with Clinton still unfinished. Color-coded bins being purchased to keep schools straight.

Library-hosted farmer's market likely not feasible due to a lack of outdoor electricity.

## New Business

Deb reported that she wanted to invest more in training for staff in 2025. She requested a year's subscription to Niche Academy. It is available at considerable discount at present, It would be paid for out of the First Service account, not the millage. David Jeffries moved to approve purchasing a year of Niche Academy. Kelly seconded the motion, which passed.

HVAC service contracts were considered. Bernhard was the low bid. Other bids were from Gibbs & Trane. After considerable discussion, Kelly moved to accept the Bernhard bid. Joye seconded the motion, which passed.

John discussed the possibility of board training. The timing of the Faulkner County board meeting is not ideal for board training, so John was considering moving it to the January 22 Regional board meeting, if there was interest on the Van Buren county side for training. That was approved by acclamation.

The next county board meeting is January 15th.

Kelly moved to adjourn. Joye seconded the motion, which passed. The meeting adjourned at 6:06PM