

Van-Buren County Library Board

Minutes - 2025

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 15, 2025

Kelly Tester called the monthly meeting of the Van Buren County Library Board to order at 5:11PM. Board members Joye Hawk, David Jeffries, and Kelly Tester were present, as well as Administrative Assistant Kim Tyler, Director Deborah Meyer, and Regional Director John McGraw. Board member Tracy Hastings joined by phone.

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

Financial reports were reviewed.

First Service Money Market account had a net gain of \$991.98 for an ending balance of \$98,900.63. There is \$20.48 remaining in the Super Now account which will be folded into the Money Market account.

The First Security account had a net gain of \$882.46 for an ending balance of \$8,091.87.

The millage took in \$118,389.07, better than the two prior December collections. For the 12 months prior, the sum was \$533,231.58, down from the 12 months prior to that. Millage balance is \$311,426.83. The payment on the building has been made for 2025. 2026 will be the final full payment. A 2027 payment will cover any remainder.

The law library had an ending balance of \$5,978.34. Some new law books have been purchased but are not reflected on this report.

Damascus had an ending balance of \$3,415.43.

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

Old Business

Regional board members for 2025 will be David Emmerling, David Jeffries, and Kelly Tester. Tracy offered to be a proxy as needed.

John noted that the board should also select a chair for 2025. David Jeffries volunteered and was approved by acclamation.

Deb requested that the minutes specifically indicate the board's directive to close the First Service Super Now (#1023) account and deposit the money in the First Service Money Market (#3184) account. David Jeffries moved to close the Super Now account and deposit remaining funds in the Money Market account. Joye seconded the motion which was unanimously approved.

New Business

Deb reported that a computer failure in the lockers had taken them offline. Replacement parts have arrived and need to be installed.

Niche Academy begins next week.

Deb requested authorization to purchase a Cover One book repair machine. The cost would be \$1,300 approximately, to be paid from First Service. John reported that their Cover One is in use constantly, and that after repairing 50 books that would otherwise have to be reordered, the

machine will have paid for itself. Faulkner County staff can assist in training. David moved to approve the purchase. Joye seconded the motion, which passed.

David asked that Deb provide a list of spending needs for the first quarter at the February meeting.

Joye announced that she will be resigning from the board in the immediate future. Sources of suitable candidates were discussed.

The next county board meeting is February 19th.

The Regional board meeting on January 22nd will feature Jenn Wann of the State Library offering board training to both county boards at 5:30PM.

Joye moved to adjourn. David seconded the motion, which passed. The meeting adjourned at 5:51PM.

Minutes for February 25, 2025

David Jeffries called the monthly meeting of the Van Buren County Library Board to order at 5:06PM. Board members David Jeffries, and Kelly Tester were present, as well as Administrative Assistant Kim

Tyler, Director Deborah Meyer, Regional Director John McGraw, as well as possible future library volunteer Katie Eisenhower. Board member Tracy Hastings joined by phone.

Minutes of the January 15 meeting were reviewed. Kelly moved to accept the minutes as presented. Tracy seconded the motion, which passed.

Financial reports were reviewed.

First Service account had a net loss of \$2,499.03 and an ending balance of \$96,401.60. The major expense was Niche Academy.

The First Security account had a net loss of \$1,808.71 for an ending balance of \$6,283.16.

The millage took in \$221,037.53, leaving a balance of \$178,639.07 after the payment on the building.

The law library had an ending balance of \$5,760.15.

Damascus had an ending balance of \$3,249.10.

There were questions about the Subscriptions budget line, which includes subscriptions to physical magazines as well as to intangibles such as software like DeepFreeze.

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

Old Business

Niche Academy will be on the library's website shortly.

The Book Locker is being serviced with a replacement computer unit.

New Business

Deb discussed her spending priorities for the first quarter of the year as well as the current e-Rate filing: The binding machine has been purchased. The plastic rolls are expensive, but the books that need not be discarded or replaced are more expensive. A Zoom account was available for a discount via Techsoup.

Looking forward to Summer Reading, there is interest in family bookclubs.

Carpet cleaning would be desirable after Summer Reading each year.

Wonderbooks have proven popular and more titles would be good.

Another piece of software would be Novelist, which can help people find other books based on what they liked about a book they already know.

E-rate filing will ask for funds for license renewals of security software, 2 new switches, additional cabling, UPS backup, and an Ethernet drop at the front desk.

Katie Eisenhower asked questions about funding needs for summer reading.

Kelly moved to adjourn at 5:45PM. Tracy seconded the motion and the meeting adjourned.

The next county board meeting is March 19th

Minutes for March 19, 2025

David Jeffries called to order the monthly meeting of the Van Buren County Library board at 5:08PM. Present were board members David Emmerling, David Jeffries, and Kelly Tester; also attending were Director Deborah Meyer, Administrative Assistant Kim Tyler, and Katie Eisenhower. Board member Joye Hawk joined by phone, and Regional Director John McGraw joined by Zoom.

Minutes of the February 26, 2025 meeting were reviewed. Kelly moved to accept the minutes as presented. David Emmerling seconded the motion, which passed.

Deb provided a summary of bank accounts. First Service had a net gain of \$1,020.26 for a final balance of \$97,421.86. First Security had a net loss of \$25.50 for a final balance of \$6257.66. \$6,510.33 was collected in millage, up from February 2024. Major purchases included an external dvd player that connects to library computers to watch disks. The plastic covers for the bookbinding machine discussed last month have come in and are being used on incoming books. Books for summer reading programs have been ordered. The book budget will be about \$1,000 per month usually hereafter. No spending on Law Library books, though they have been ordered. The cost and access of print copies versus potentially an online database like Lexis-Nexus were discussed.

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

Old Business

The Zoom account is in use at present. The binding machine is getting used. Niche Academy has some helpful training for staff yet to be assigned. E-rate filing period is underway. Several licenses are up for renewal which will make this request larger but will carry those licenses to 2031. Van Buren County's 20% contribution may be as high as \$3,000, though that is an estimate.

A grant was awarded for \$1,000 for more Wonderbooks, thanks to the Women's Methodist Group.

The signage to add "Warren's Lea" to the front sign was discussed.

New Business

Future projects may include

1. ACT as contracted IT,
2. additional shelving,
3. an outdoor pavilion that could host programs, and
4. outdoor storage.

Possibilities discussed included (1) joining the county with their IT contractor and paying an equitable payment for expanding their coverage to the library, (3) Pinnacle or others could be potential sponsors, (4) Faulkner County has replaced three storage buildings with Tuff Shed buildings in the last few years, with Greenbrier earlier this year.

Upcoming events include a new book club, Giving Day, a Kite flying event on April 5. Next week is spring break and features a kids' carnival on Tuesday the 25th.

Katie Eisenhower expressed her willingness to serve the remainder of Joye Hawk's term. David Emmerling moved that the board recommend her to Judge James. Kelly seconded the motion, which passed.

There being no further business, The meeting adjourned at 6:09

The next county board meeting is April 16. The library will be closed on Friday the 18th, though the staff will be travelling to Conway to join Faulkner County's in-service training day which will include Beanstack software training and summer reading preparation. The next Regional meeting is Wednesday the 23rd

Minutes for April 16, 2025

Katie Eisenhower took the oath of office as a library board member.

David Jeffries called to order the monthly meeting of the Van Buren County Library board at 5:04PM. Present were board members Katie Eisenhower, David Emmerling, Tracy Hastings, David Jeffries, and Kelly Tester; also attending were Director Deborah Meyer, Administrative Assistant Kim Tyler, and Regional Director John McGraw.

Minutes of the March 19, 2025 meeting were reviewed. Kelly moved to accept the minutes as presented. David Emmerling seconded the motion, which passed.

Deb provided a summary of bank accounts. First Service had a net gain of \$1,386.80 for a final balance of \$98,808.66. First Security had a net gain of \$4,960.47 for a final balance of \$11,218.13. This included \$4,000 from Women In Faith for Wonderbooks, and \$250 from Ozark Health for lunch for staff. \$6,510.33 was collected in millage, up from February 2024. David Jeffries noted that 50% of the book budget is spent, and 90% of the subscription budget. Deb explained that she has budgeted the remainder in equal installments for each month remaining in 2025.

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

Old Business

Deb is currently purchasing supplies for Summer Reading Program.

John discussed legislation in the state impacting libraries. SB181 passed, removing the requirement that Regional Directors have a Master's in Library Science. Hiring committees may substitute "relevant experience" instead. SB536 failed, and it would have dissolved the State Library board as well as the State Library, and imposed a slate of new requirements for state aid that would have been burdensome for small and rural libraries. SB640 passed, which reconstitutes the state library board with seven new appointees on staggered appointments.

New Business

Bernhard submitted a quote to replace sensors and fuses on the HVAC for \$1109. Kelly moved to approve the repairs. Tracy seconded the motion, which passed.

Info

The job fair had low attendance. The Kite event had no wind. New book clubs are meeting, 1 for adults, and 1 specifically for homeschooled kids.

Upcoming events include the Easter Bunny and the Duck Derby.

The library will be closed for Good Friday and staff will be travelling to Conway for an in-service training day. A Regional board meeting is scheduled for April 23. The board is asked to review and possibly revise the code of conduct for patrons.

The next county board meeting is May 21.

There being no further business, The meeting adjourned at 5:56PM.

Minutes for May 21, 2025

David Jeffries called to order the monthly meeting of the Van Buren County Library board at 5:03PM. Present were board members David Emmerling, Tracy Hastings, and David Jeffries; also attending were Director Deborah Meyer, Administrative Assistant Kim Tyler, and Regional Director John McGraw.

Minutes of the April 16, 2025 meeting were reviewed. David Emmerling moved to accept the minutes as presented. Tracy seconded the motion, which passed.

Deb provided a summary of bank accounts. First Service had a net gain of \$2,877.81 for a final balance of \$101686.47. First Security had a net loss of \$3,708.47 for a final balance of \$7,509.66. This included the Wonderbooks and office supplies. The millage took in \$40,094.75, better than April collection the two prior years. There were requests for more information about April 1st payments of \$196.50 to Arkansas' Department of Finance & Administration, as well as \$1,623.76 to the County Treasurer. Deb indicated she would get more information and report back. There was discussion of the book budget and the subscription budget. Options include asking the quorum court to transfer money from the Parts and Repairs budget to the book budget.

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

Old Business

Deb circulated copies of the board bylaws, and asked the board to review them for anything that needs updating.

There was discussion of board terms. David Emmerling indicated a willingness to serve a second term.

New Business

Deb reported that the locker service and maintenance was paid for the year.

There were discussions about the current proposal for the Warren's Lea signage. Planning for a bedbug infestation was discussed.

Info

The Duck Derby was the prior Saturday. Friends Of the Library raised \$750.

Summer Reading is about to begin. There will be more programs for teens and adults than past summers. Board game programs are being considered.

More programs are being planned for government officials and financial classes.

The next county board meeting is June 18. The next Regional meeting is July 23rd.

David Emmerling moved to adjourn. Tracy seconded the motion. The meeting adjourned at 5:53PM.

Minutes for June 18, 2025

David Jeffries called to order the monthly meeting of the Van Buren County Library board at 5:14PM. Present were board members Katie Eisenhower, David Emmerling, David Jeffries, and Kelly Tester; also attending were Director Deborah Meyer, Administrative Assistant Kim Tyler, and Regional Director John McGraw.

Minutes of the May 21, 2025 meeting were reviewed. David Emmerling moved to accept the minutes as presented. Kelly seconded the motion, which passed.

Deb provided a summary of bank accounts. First Service had a net gain of \$1,321.47 for a final balance of \$102,761.10. First Security had a net gain of \$246.37 for a final balance of \$7,756.03. The millage took in \$38,679.88. There was discussion of the millage balance being lower than the two prior Mays. There was continuation of the May discussion about beginning-of-the-month payments to Arkansas' Department of Finance & Administration. There was discussion of the negative balance in the subscription budget. Deb indicated she is asking the quorum court to move funds from the budget line for Parts And Repairs.

There were questions about the budget line for scholarships in the Regional budget. John reported that that is a pass-through for the state library paying for the tuition of the Mayflower librarian. She has now completed her degree, so that budget line should stay fixed for the remainder of the year, though there are two staff in Conway thinking of applying for the scholarship going forward.

David Emmerling moved to approve the financial transactions. Kelly seconded the motion, which passed.

Old Business

Deb circulated copies of the board bylaws and asked the board to review them for anything that needs updating at the July board meeting. Deb circulated an updated version of the Code of Conduct amended at the April meeting of the Regional library board.

New Business

There was discussion about Panic Buttons and other potential emergency procedures.

Carpet cleaning is scheduled for late summer.

2026 will mark the building's 10th anniversary. Discussion explored some tentative ideas for a celebration. There was a side discussion of newspaper advertising and other forms of advertising.

Info

The library will be closed July 4th and possibly July 5th.

The next county board meeting is July 16. The next Regional meeting is July 23rd.

David Emmerling moved to adjourn. Kelly seconded the motion. The meeting adjourned at 6:15PM.

Minutes for July 16, 2025

David Jeffries called to order the monthly meeting of the Van Buren County Library board at 5:10PM. Present were board members Katie Eisenhower, David Emmerling, David Jeffries, and Kelly Tester; also attending were Director Deborah Meyer, Administrative Assistant Kim Tyler, and Regional Director John McGraw.

Minutes of the June 18, 2025 meeting were reviewed. There was a gap regarding where money was being transferred from to bolster Small Equipment and Subscription budget lines. Kelly moved to amend the budget to reflect Parts And Repairs (3008.0600.2023) was the source of the funds. Katie seconded this amendment, which passed. Kelly moved to accept the minutes as amended. Katie seconded the motion, which passed.

Deb provided a summary of bank accounts. First Service had a net gain of \$988.48 for a final balance of \$103,749.58. First Security had a net gain of \$164.79 for a final balance of \$7,920.82. The millage took in \$14,816.36. There was discussion of the increasing electric bills. Kelly moved approve the financial transactions. David Emmerling seconded the motion, which passed.

Old Business

There was a discussion of summer programming highlights.

Bylaws were discussed. There were discussions about the programming section and what review and oversight might mean for programming. There was discussion of the planning for the end of debt related to the building, establishing a list of needs and prioritizing those needs, particularly the maintenance of the building. Katie moved that the board endorse the bylaws as they currently exist. David Emmerling seconded that motion, and the bylaws remain as-is.

New Business

White River reports that the balance of the debt next January will be approximately \$360,000. This is only \$30,000 more than the annual payment currently budgeted. Should the note be paid off in 2026, 2027 budgeting can focus on what to do with the budget lines currently retiring the debt.

The upcoming Regional meeting was discussed. Given the light agenda, a Zoom meeting was determined to be agreeable.

Info

The next Regional meeting is July 23rd.

The next county board meeting is August 20th.

Katie moved to adjourn. David Emmerling seconded the motion. The meeting adjourned at 6:05PM.

Minutes for August 20, 2025

David Jeffries called to order the monthly meeting of the Van Buren County Library board at 5:04PM. Present were board members David Emmerling, Tracey Hastings, David Jeffries, and Kelly Tester; also attending were Director Deborah Meyer, Administrative Assistant Kim Tyler, and Regional Director John McGraw.

Minutes of the July 16, 2025 meeting were reviewed. Kelly moved to accept the minutes as presented. David Emmerling seconded the motion, which passed.

Deb provided a summary of bank accounts. First Service had a net gain of \$938.08 for a final balance of \$104,687.66. First Security statements were not included in packets provided at the meeting. The millage took in \$9,599.11. There was discussion of the still-increasing electric bills. Kelly moved approve the financial transactions. David Emmerling seconded the motion, which passed.

Old Business

The County Judge has approved the signage for Warren's Lea.

New Business

The Damascus vacancy was discussed. The salary is a considerable obstacle in the candidate search. Transferring Teri Smith from Clinton to Damascus is one option. There is a need for a broader discussion to plan what staffing levels and salaries will look like after the building is paid off. John said he will build a salary survey for class 2 counties when he has 2024 salary data from the state library.

Info

CPR training for staff is happening on the 27th.

The carpet cleaning is scheduled for the 31st.

The county fair is coming up in September.

David Emmerling moved to adjourn. Kelly seconded the motion. The meeting adjourned at 5:47PM.

Minutes for September 17, 2025

David Jeffries called to order the monthly meeting of the Van Buren County Library board at 5:04PM. Present were board members Katie Eisenhower, David Emmerling, David Jeffries, and Kelly Tester; also attending were Director Deborah Meyer, Administrative Assistant Kim Tyler, and Regional Director John McGraw.

Minutes of the August 20, 2025 meeting were reviewed. David Emmerling moved to accept the minutes as presented. Kelly seconded the motion, which passed.

Deb provided a summary of bank accounts. First Service had a net gain of \$875.03 for a final balance of \$105,562.69. First Security had a net loss of \$2,272,82, with spending on shelving and a television for Damascus, as well as three Apple cards. The millage took in \$12,796.97. There was discussion of the social media work Gatliff is performing, as well as the attendance and circulation at the Damascus library. Kelly moved approve the financial transactions. David Emmerling seconded the motion, which passed.

Old Business

Teri Smith has been named the acting manager of the Damascus library. She will be holding an open house on October 6.

New Business

The library will be having a book sale fundraiser October 1st through 4th. The first day will be restricted to Friends of the Library members only.

The Friends of the Library have budgeted money to replace the playground equipment. They are shopping for the best arrangement.

Deb presented a quote from Enfra to replace a thermostatic expansion valve in the HVAC system for \$2,759. David Emmerling moved to approve the replacement. Kelly seconded the motion, which passed.

John outlined issues with state aid to the Regional system, primarily a 6% reduction in aid effective the last half of 2025. This will need to be addressed by the Regional board at their October 22 budget meeting. The easiest budget line may be Regional Reimbursements.

Deb presented a millage budget proposal for 2026. The board agreed that library salaries have fallen behind other county employees and asked Deb to pursue a 10% increase in staff salaries. John noted that if the vacant position is not filled, that would provide more than enough money for a 10% increase. David Emmerling moved to send the budget as amended to the quorum court. Kelly seconded that motion, which passed.

Info

Friends of the Library meet October 7th

The next board meeting is October 15

The next Regional board meeting is October 22

Kelly moved to adjourn. David Emmerling seconded the motion. The meeting adjourned at 6:14PM.

Minutes for October 15, 2025

David Jeffries called to order the monthly meeting of the Van Buren County Library board at 5:04PM. Present were board members Katie Eisenhower, David Emmerling, David Jeffries, and Kelly Tester; also attending were Director Deborah Meyer, Administrative Assistant Kim Tyler, and Regional Director John McGraw. Board member Tracy Hastings joined by phone.

Minutes of the September 17, 2025 meeting were reviewed. Kelly moved to accept the minutes as presented. David Emmerling seconded the motion, which passed.

Deb provided a summary of bank accounts. First Security had a net gain of \$2,329.20, with spending on a cook book. First Service had a net gain of \$911.37 with no activity aside from deposits. The millage took in \$9,701.87. David Jeffries observed that the millage balance is lower than the prior two Septembers. Enfra added refrigerant when they replaced valves, which hopefully improves performance. There was discussion of the purchases for the current 5-year e-rate cycle, of which the library pays 20%. Netdiverse payment includes adding a phone line at the desk and licensing the wifi hubs. Cameras are NOT covered by e-rate, and Meraki will charge \$800 for the maintenance of those. Katie Eisenhower requested Deb provide a list of repair projects and the costs associated. Deb mentioned the heat exchanger in the tech closet is rusting and will cost \$8000 to replace. David Emmerling moved approve the financial transactions. Kelly seconded the motion, which passed.

Old Business

A replacement playset has been installed with assistance from the Sherriff's office and trustees.

Budget committee met on October 14. They indicated they would not be touching personnel budget lines.

New Business

There was a discussion of back-up staffing options in Damascus when Terri needs time off. After discussing Deb and Michael's availability, the board directed Deb to staff it as best she can, and close for the day if it cannot be staffed.

Info

Friends of the Library meet October 7th

The next board meeting is October 15

The next Regional board meeting is October 22

David Emmerling moved to adjourn. Kelly seconded the motion. The meeting adjourned at 6:22PM.

Minutes for November 15, 2025

October's Board Meeting was cancelled due to the lack of a quorum.

Minutes for December 17, 2025

David Jeffries called to order the monthly meeting of the Van Buren County Library board at 5:04PM. Present were board members Katie Eisenhower, David Emmerling, Tracey Hastings, David Jeffries, and Kelly Tester; also attending were Director Deborah Meyer, Administrative Assistant Kim Tyler, and Regional Director John McGraw.

Minutes of the October 15, 2025, meeting were reviewed. Katie moved to accept the minutes as presented. David Emmerling seconded the motion, which passed.

Deb provided a summary of bank accounts. First Service had a net gain of \$1,611.64, with an ending balance of \$108,085.70. At the beginning of December, interest rates were lowered for this account. There was discussion of putting money back into Certificates of Deposit to maximize return on savings while leaving enough in the account for discretionary purposes. John asked if retiring the balance on the building would bring the balance down to the higher interest rates. Deb replied that the county is budgeting that the library retire the balance from the millage in the 2026 budget.

First Security had a net loss of \$123.81 with the purchase of material for 2026 Summer Reading programming.

The millage took in \$131,641.67.

The Law library saw no activity, and nothing is budgeted for the law library in 2026 besides law books.

David Emmerling moved approve the financial transactions. Tracey seconded the motion, which passed.

Old Business

There was discussion of ideas for the 10th anniversary of the new building, possibly celebrated over Spring Break.

The quorum court has given the library more flexibility with pay scales in 2026. These will be adjusted incrementally. There is a need for a part-time staffer who can handle programming.

New Business

John spoke about business before the Regional board in 2026. The contract for the Integrated Library Software (which handles checking material in & out, holds patron records and the public catalog) expires early in 2027. Vendors are being explored for possible replacements. Demos in January and April, a bidding process to conclude in July, and a budget in October. David Jeffries, Kelly Tester, and Katie

Eisenhower volunteered to serve on the Regional board in 2026. David Emmerling reminded the volunteers that a proxy can be designated should they be unavailable for a meeting.

John asked the Van Buren County board to begin paying for his mileage to and from Van Buren County libraries in 2026. The mileage had been compensated by the Regional Reimbursements budget line, which had been eliminated by the Regional board for the 2026 budget. Kelly moved to reimburse John at \$0.52 per mile in 2026. Tracey seconded the motion, which passed.

Info

Friends of the Library meet January 6th

The next board meeting is January 21st.

The next Regional board meeting is January 28th at 5:30, probably in Clinton.

David Emmerling moved to adjourn. Kelly seconded the motion. The meeting adjourned at 5:56PM.