

Minutes for January 25, 2016

Fritzie Vammen called the meeting of the Faulkner County Library board to order on January 25, 2016, at 5:30PM. Patsy Desaulniers, Jeff Moncrease, Ben Thompson, Fritzie Vammen, Director John McGraw, Kara Dyer and Stephanie Vanderslice were present.

Ben Thompson nominated Fritzie to serve as chairwoman. Jeff seconded the motion, which passed.

Fritzie invited Kara to talk about ComiConway budgeting. Kara described her spending for the 2015 event, the revenue generated, and proposed that revenues be used to pay for the event going forward. There was discussion about better branding the event as a library event. Minutes of the December board meeting were reviewed. Jeff moved to approve the minutes. Ben seconded the motion, which passed.

Purchase orders were reviewed. Ben moved to approve the purchase orders. Patsy seconded the motion, which passed.

Summary statements of operation were reviewed. There was a call for comments. Ben asked how we had come so far under budget on full---time salaries. John indicated that far too much had been transferred from part---time budgets in April when 8 positions were made full---time. Increases in minimum wage in 2016 and 2017 would erase some of that. John also noted that there had been some complaints that long---time staff were seeing gains earned years ago erased by rising minimum wages. John suggested that this could be a good year to pursue raises for senior staff. Jeff asked about the job descriptions project, John indicated that he was ready to start bringing those to the board, and proposed breaking it up into groups, starting with the branch staff. Statistics were reviewed. There was a call for comments.

Fines and Donations expenditures were reviewed. Ben moved to approve the Fines and Donations spending. Patsy seconded the motion, which passed.

Bids on lawn care service were reviewed. Ben moved to accept Southern Lawncare's bid. Jeff seconded the motion, which was approved.

There was discussion of Faulkner County's representation on the Regional board. Patsy made a motion that Ben Thompson and Jeff Moncrease should serve on the Regional Board. Fritzie seconded the motion, which passed.

John proposed a calendar of days closed for 2016. Veteran's Day was added beyond previous year's calendars. Patsy spoke in favor of adding December 23rd. Ben moved to approve the calendar as amended. Jeff seconded the motion, which was approved.

John submitted a quote for Envisionware software for computer reservations and print management. This solves problems connected to the software Datamax proposed in their bid, and should free up staff who spend a great deal of time making computer reservations and completing printer transactions. Ben moved to accept the Envisionware bid for computer reservation and print management software. Fritzie seconded the motion, which passed.

John announced that the Bunny Adcock Family Foundation wished to provide the Urban Gardeners with a greenhouse. The request had met with approval from the Friends of the Library and the Director. The greenhouse would expand the ability to program year---round. Jeff moved to accept the Adcock Foundation's greenhouse. Patsy seconded the motion, which passed.

John announced that 2016 is the 20th anniversaries of the Mayflower, Vilonia, and Greenbriar branches. There are plans developing to celebrate this throughout the year, with large events tentatively scheduled for the fall.

The meeting adjourned at 7:55PM

Minutes for February 1, 2016

Fritzie Vammen called the meeting of the Faulkner County Library board to order on February 1, 2016, at 5:30PM. Patsy Desaulniers, Jeff Moncrease, Ben Thompson, Fritzie Vammen, and Director John McGraw were present.

This special meeting convened to discuss Comiconway revenues, the Teen Activity Account, the Paypal account, and program funding.

John summarized the legislative audit as finding the TAC account was not managed to the standards of other accounts, and that Paypal could not be used to make payments.

Questions were raised whether Paypal served any purpose at all. It expedited shirt sales and table sales to the vendors, but it need not carry any real balance if it could not be used to make payments. John promised to explore Paypal alternatives, such as Square or a store on the website.

Ben moved that the funds from the Paypal funds be moved to TAC as quickly as possible, and that the TAC account should then be closed. Revenues would be put into a Faulkner County Library Comi---Conway account. Patsy seconded the motion, which passed.

Fritzie moved that a summary of Comi---conway expenses be included in monthly board packets. Patsy seconded the motion, which passed.

Kara will present a more detailed budget for Comi---Conway at the next regularly scheduled board meeting.

The meeting adjourned at 7:00PM.

Minutes for February 15, 2016

Fritzie Vammen called the meeting of the Faulkner County Library board to order on February 15, 2016, at 5:30PM. Patsy Desaulniers, Jeff Moncrease, Ben Thompson, Fritzie Vammen, Director John McGraw, and Kara Dyer were present.

Minutes of the December board meeting were reviewed. Ben moved to approve the minutes. Patsy seconded the motion, which passed.

Kara presented a detailed budget for Comi-Conway 2016. Regarding vendors, Kara aims to increase the number by 20% in 2016. A survey is planned to assess the event from vendors perspective. John stated the Paypal account was being emptied into the TAC account, with both being closed in the spring. A business class Paypal account will be created if necessary, and a Faulkner County Comi-Conway account will be created with the TAC funds. Jeff described dining options which make budgeting for food more precise. Jeff moved to approve a \$30,000 budget for Comi-Conway in 2016. Fritzie seconded the motion, which passed, with Patsy abstaining.

Purchase orders were reviewed. Jeff moved to approve the purchase orders. Patsy seconded the motion, which passed.

Summary statements of operation were reviewed. There was a call for comments.

Fines and Donations expenditures were reviewed. Ben moved to approve the Fines and Donations spending. Jeff seconded the motion, which passed.

The bookkeeper's reports were reviewed. Ben asked about the budget line for the website. John explained that the money budgeted to be spent in November had not been spent then because payment was conditional upon the company giving us a constructed website, which only happened in February. The unspent money had carried over and was now spent, but it was in excess of the budget, which was made to include only the maintenance fees of a completed website.

Statistics and Programming reports were reviewed. John noted that attendance and circulation were up over January 2015. Overdrive, Reference USA and Mango all had their strongest months ever. Fritzie requested that digital statistics include 2015 numbers for comparison.

Old Business

Last month the board approved purchasing Envisionware software for computer reservations and print management. The Van Buren library has likewise been approved to purchase the same, and John presented a request that the order be combined, the start-up cost be split evenly between the counties. This would present considerable savings to both counties. Ben made a motion to approve this amended Envisionware contract. Patsy seconded the motion, which passed.

John presented a letter from the Faulkner County Leadership Institute. They are considering the library for a community project. Discussions about the need for a bookdrop in Mount Vernon are ongoing.

John presented a quote for security cameras at all Faulkner county locations. More bids are developing.

John provided Job descriptions for the Branch Manager and Assistant Branch Manager positions. Fritzie suggested the board have some time to review the descriptions.

The meeting adjourned at 7PM.

Minutes for March 21, 2016

Fritzie Vammen called the meeting of the Faulkner County Library board to order on March 21, 2016, at 5:30PM. Patsy Desaulniers, Jeff Moncrease, Ben Thompson, Fritzie Vammen, Stephanie Vanderslice, and Director John McGraw were present.

Minutes of the February board meeting were reviewed. Ben moved to approve the minutes. Stephanie seconded the motion, which passed.

Purchase orders were reviewed. John offered to talk about the "slatwall gondola" and described a couple large pieces of furniture for displaying comics that replace the wire racks that displayed little and damaged much of what was held. Patsy moved to approve the purchase orders. Ben seconded the motion, which passed.

Summary statements of operation were reviewed. There was a call for comments.

Fines and Donations expenditures were reviewed. Ben moved to approve the Fines and Donations spending. Jeff seconded the motion, which passed.

The bookkeeper's reports were reviewed.

Statistics and Programming reports were reviewed. John noted that attendance was up 27% over last February. Some of that was attributed to early voting, but circulation was up 11% over February, 2015. Overdrive, Reference USA and Mango all had strong months. Patsy asked about promoting Mango at the colleges, John said he had spoken with CBC and UCA about putting out bookmarks in their foreign language sections. Fritzie suggested Hispanic groceries as well. Some advertising options were discussed, including college papers.

Old Business

John provided Job descriptions for the Branch Manager and Assistant Branch Manager positions. There was discussion about the intent of reviewing job descriptions generally. Ben asked John if a review would be useful to him. John replied that the descriptions as presently written are sufficient to deal with any issues that could arise at a disciplinary level, and that he was satisfied. Fritzie proposed leaving the descriptions as written.

New Business

John presented a price quote from Missco for shelving. This shelving would alleviate crowding in the juvenile and young adult sections, and under the TAPS contract allows us to skip the bidding for individual orders. Patsy moved to purchase the shelving from Missco at the quoted price. Stephanie seconded the motion, which was approved.

Upon a motion from Ben, seconded by Fritzie, the meeting adjourned at 6:13 PM.

Minutes for April 18, 2016.

Fritzie Vammen called the meeting of the Faulkner County Library board to order on April 18, 2016, at 5:30PM. Patsy Desaulniers, Jeff Moncrease, Ben Thompson, Fritzie Vammen, Stephanie Vanderslice, and Director John McGraw were present.

Minutes of the March board meeting were reviewed. Stephanie moved to approve the minutes. Jeff seconded the motion, which passed.

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

Summary statements of operation were reviewed. There was a call for comments. There were questions about exceeding budget lines for Food and Meals. John explained that the county was directing us to pay for food and meals from budget lines which had not existed at the budgeting time last year. The new budget lines were in the same subheadings as they were previously, and those subheadings were all still well within budget targets for this time of year. John apologized for not having bookkeeper's reports. Financial material had been given to Allison after John returned from PLA in Denver and tax season had probably delayed her getting to them. Reports would be emailed when they became available.

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

Statistics and Programming reports were reviewed. John noted that attendance is up 25% for the year, somewhat on the strength of early voting turn-out, and that circulation is up 10% for the year.

John provided a report on the website. The new site was supposed to go live that day, and VisionAmp had requested page summaries that day for Mount Vernon's page and the Regional page that would provide some history. As of the meeting time, the new page was not live. Updates would be sent as soon as possible.

John spoke about a proposal for the following week's Regional Board meeting for new library cards. He had quotes from three vendors and circulated some samples. John proposes that we have three different cards: one for anyone, one more kid-friendly, and one that would be for computer use only and would not allow borrowing.

John also spoke about the Public Library Association in Denver. He came away with some ideas for introducing instructional outreach. Board discussion touched on partnering with Hendrix Odyssey or UCA Outreach to provide volunteer instructors. John also spoke of consolidating the Reference and Arkansas room collections to open up space where the reference area is presently for a permanent performance space. John mentioned that Conway had hired three part time people, two to address the workload at the desk, and one specifically to assist programmers set up and take down programs. Jeff asked about part-time staffing. He wanted to look at how the April 2015 decision to transition eight part-timers to full time affected those budget lines. John promised to have those numbers at the May meeting.

The meeting was adjourned at 6:27PM.

Minutes for May 16, 2016

Fritzie Vammen called the meeting of the Faulkner County Library board to order on April 18, 2016, at 5:30PM. Patsy Desaulniers, Jeff Moncrease, Ben Thompson, Fritzie Vammen, Stephanie Vanderslice, Director John McGraw and Ruth Hyatt of the Arkansas State Library were present.

Minutes of the March board meeting were reviewed. Ben moved to approve the minutes. Stephanie seconded the motion, which passed.

Purchase orders were reviewed. There was a request that travel expenses get their own itemization with greater detail. Stephanie suggested the per diem calculator at gsa.gov to establish guidelines. Jeff moved to approve the purchase orders. Patsy seconded the motion, which passed.

Summary statements of operation were reviewed. There was a call for comments. It was noted that a few lines appear over, but those were lines created by the county after the budget had been drafted and approved. Future budgets will reflect spending in those subcategories.

Ruth Hyatt conducted Board Orientation. There were many points of interest, including the mechanism for proxy voting, the need to always have a list of board candidates in case of an unforeseen vacancy, expectations of board meeting conduct in the bylaws, and using social media to advertise meetings.

Fines and Donations expenditures were reviewed. Patsy moved to approve the Fines and Donations expenditures. Stephanie seconded the motion, which passed. The State Aid register was reviewed. There were calls for comments.

Statistics and Programming reports were reviewed. John noted that April was another busy month, and 2016 numbers are about 25% over 2015 for the same period.

The Bookkeeper's Report was reviewed. There were questions as to how adult programming generates income, and John promised to provide an account of the April figures.

The Mount Vernon branch requests opening an hour earlier on weekdays and opening on Saturdays. John noted that their attendance was vastly greater than in years past, and they are unique among the branches for having the staff to open on Saturdays. Jeff moved to approve the request for four months beginning June 1st, with impact data to be provided at September's meeting to determine if the hours should continue or revert to the previous schedule. Ben seconded the motion, which passed.

John reported that issues with the copiers, or more specifically the vending units, had been ironed out and that Datamax would begin charging us finally for the service they are providing. John had asked about extending copiers to Vilonia, Greenbrier, and Mayflower, all of whom have old copiers of similar vintage. The cost was well within the budget for copiers and would considerably expand service at the branches. Jeff expressed concern that all the branches should get the same equipment. John noted that they did not presently have the same equipment and that Twin Groves and Mount Vernon rated their existing situation highly. Patsy moved that John make arrangements for copiers at his discretion. Jeff seconded the motion, which passed.

The board considered a quote from Calvert Electric to replace bulbs in Conway. Stephanie moved to accept the quote. Patsy seconded the motion, which passed.

The board considered a quote from Harrison to replace condenser fan motors. John noted the failed motors had led to several meetings complaining of the heat in meeting rooms.

Ben moved to accept the quote. Patsy seconded the motion, which passed.

The meeting adjourned at 8:13PM.

Minutes for July 18, 2016

Fritzie Vammen called the meeting of the Faulkner County Library board to order on July 18, 2016, at 5:30PM. Patsy Desaulniers, Jeff Moncrease, Ben Thompson, Fritzie Vammen, Stephanie Vanderslice, and Director John McGraw were present.

Minutes of the May board meeting were reviewed. Ben moved to approve the minutes. Stephanie seconded the motion, which passed.

Summary statements of operation were reviewed. There was a call for comments. It was noted that a few lines appear over, but those were lines created by the county after the budget had been drafted and approved. Future budgets will reflect spending in those subcategories. John noted that revenues were up over the same period last year.

Statistics and Programming reports were reviewed. John noted that Conway's June numbers equaled county-wide numbers of last June. New card numbers continue to climb. Asked what is driving increases, John suggested programming, because circulation numbers are flat. Website numbers are down, but visitor numbers are basically flat. Visitors are simply finding what they are looking for with fewer clicks. Reference USA numbers are finally reflective of local use. Numerous calls come in from people wanting to purchase cards to access the database. We have a mechanism to sell cards, but not remotely, and criteria for selling cards may have to be adjusted if we begin selling to remote users. The board directed John to speak with the County Attorney about selling services to remote populations before other decisions are made.

The Bookkeeper's Report was reviewed. John noted copier income was putting income ahead of projections. Asked about copiers, John noted there is ongoing sporadic printing issues, but they seem to be somewhat random. There were questions as to how adult programming generates income, and John promised to provide an account. John noted the Regional funds for ebooks was largely spent, due to cuts implemented last year to deal with decreased funds, as well as Overdrive making it easier for patrons to recommend titles. John offered that with funds restored by the legislature, perhaps the Region could allocate more money to ebooks at its next meeting.

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

Fines and Donations expenditures were reviewed. Ben moved to approve the expenditures. Stephanie seconded the motion, which passed.

John presented a job description for the new programming position in the Urban Garden. Jeff moved to create the part-time position as written. Stephanie seconded the motion, which passed.

John provided a draft of a new mission statement: "To open access to ideas and communities through shared collections, shared spaces, and shared activities." Discussion centered on inserting the word "free" in, as well as whether "collections" should be "resources". Stephanie moved to accept the mission statement as submitted. Jeff seconded the motion, which passed.

John submitted a proposal to lend bicycle locks, to discourage bikes parked in the entrance and encourage people to bike to the library. Discussion involved minimizing the liability of staff, the possibility of selling locks or incorporating them into the bike rack, the frequency of bike thefts, and possible partnerships that might address the problem from another angle. The proposal was tabled.

John presented a case for background checks of new hires who will work with children. He has spoken with the County's Human Resource officer on the subject, but feels that their timeframe is too long. The board instructed John to speak with David Hogue about the subject.

John announced that he was travelling to Arkadelphia next week and meeting with Innovative next month, as part of an initiative by Britt Murphy at Hendrix to look at shared

catalogs or shared collections. John will provide more information before the next Regional meeting.

The board discussed Faulkner County's representation on the Regional board. Jeff Moncrease stated he would be unable to participate this year, but may be available to represent the county next year. Fritzie nominated Patsy Desaulniers to represent the Faulkner County library for the remainder of this year. Stephanie seconded the motion, which passed.

The meeting adjourned at 8:40PM.

Minutes for August 15, 2016

Fritzie Vammen called the meeting of the Faulkner County Library board to order on August 15, 2016, at 5:30PM. Patsy Desaulniers, Jeff Moncrease, Ben Thompson, Fritzie Vammen, Stephanie Vanderslice, and Director John McGraw were present.

Minutes of the July board meeting were reviewed. Jeff moved to approve the minutes. Stephanie seconded the motion, which passed.

Summary statements of operation were reviewed. There was a call for comments. John noted that revenues were up 2% over the same period last year. That gain had been much bigger, but closed considerably in July.

Statistics and Programming reports were reviewed. John noted that 5000 new cards were issued in 2015, and we are nearing that number already for 2016. Attendance is again up over the same period last year.

The Bookkeeper's report was reviewed. On the Regional statement, John noted that 90% of the money budgeted for ebooks had been spent. This was due to the reduction of state aid in 2015, which resulted in a 20% cut to the money allocated, as well as Overdrive making it simple for patrons to request additions to the collection. John said that, with the restoration of state aid for the next two quarters, he would be asking the Regional board to restore some funding for ebooks next week.

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

Fines and Donations expenditures were reviewed. There was concern that programmers were being reimbursed for out-of-pocket expenses, rather than using business credit cards. John promised to emphasize the importance of using the library's cards. Ben moved to approve the expenditures. Jeff seconded the motion, which passed.

Reviewing Regional expenses, John was asked about the Overdrive budget and the schedule on which purchases are made. John explained that much of the collection grows in response to patron requests, which can be visited on a schedule or at any time, so in the absence of additional funding, acquisitions could simply stop. John also noted that the restoration of funds had come from the Governor's "rainy day fund" and that ongoing source for those funds still needs to be secured. Fritzie suggested the web page could be an avenue to connect patrons with their legislators and highlight libraries' needs for state aid.

John presented a quote from Miracle Method to resurface the tile and countertops in the restrooms and breakroom. There were questions about the charge for "delayed scheduling" and for the lack of a timeline for the stages of the project. John said he would have a new quote for the September meeting.

John presented a wage proposal to submit to the Quorum Court's September meeting. It offers a \$0.50 raise to the minimum wage earners and to full time staff earning what will be minimum wage in 2017. It offers a 5% increase for the rest of the full time staff. This constitutes only a slight increase in payroll, and there are substantial overages in the Books

and Utilities lines at present. John presented wage histories that showed most employees had not seen a raise since 2013, and many had seen a pay cut in 2012. John presented a wage survey prepared by Whitney Doolittle in the County Attorney's office that showed comparable wages in Sebastian and Garland counties much higher. The board recommended a simpler proposal, a 10% increase for full time staff. The increase would take effect January 1, 2017, and the additional money would be taken from the book line. John promised to redraft the numbers at 10% and circulate those numbers. Patsy mentioned the floors in the meeting room. John offered that shampooing was scheduled now that summer reading was concluded. It was generally agreed that carpet in a meeting room is an ongoing problem. Jeff suggested stained concrete. John said he would pursue some quotes on stained concrete. The meeting adjourned at 7:47 PM.

Minutes for September 19, 2016

Fritzie Vammen called the meeting of the Faulkner County Library board to order on September 19, 2016, at 5:30PM. Jeff Moncrease, Ben Thompson, Fritzie Vammen, Stephanie Vanderslice, and Director John McGraw were present. Spencer Stelljes of the American Red Cross and Doug Ledgerwood of Miracle Method Surface Refinishing attended.

Spencer Stelljes presented Red Cross training available for staff in CPR, and discussed the purchase of an automated electric defibrillator. Doug Ledgerwood presented another quote for refinishing bathrooms and the break room in Conway, with discussion of timelines for completion and long-term care of the floors.

Minutes of the August board meeting were reviewed. Ben moved to approve the minutes. Jeff seconded the motion, which passed.

Summary statements of operation were reviewed. There was a call for comments. John noted that revenues were up 3% over the same period last year.

Statistics and Programming reports were reviewed. John noted that 5000 new cards were issued in 2015, and we passed that number already for 2016. Attendance was down from August 2015, the first month this year the number has been lower. The board discussed the drain on programming budgets of providing food to kids on an ongoing basis.

Recommendations included scheduling some programming in the branches to teach kids food preparation.

The Bookkeeper's report was reviewed. There was a call for comments.

Purchase orders were reviewed. A question about a box fan purchase arose and John promised to provide details. Fans are now in use regularly at the front desk and in the middle office. The purchased fan was the second fan and ended the endless borrowing of the single fan in adjacent work areas. Ben moved to approve the Purchase Orders.

Stephanie seconded the motion, which passed.

Fines and Donations expenditures were reviewed. Stephanie moved to approve the expenditures. Ben seconded the motion, which passed.

The Red Cross presentation was discussed. Board members named some other avenues that might provide training and equipment. John said he would have some alternatives at the October meeting.

Stephanie moved to accept the revised Miracle Method quote. Ben seconded the motion, which passed.

A quote was reviewed from Calvert Electric to replace light bulbs and possibly replace ballasts as needed to restore lights. Ben moved to accept the Calvert quote and proceed with the light repair. Stephanie seconded the motion, which passed.

A quote was reviewed from Harrison to repair gaskets and seals on a hot water pump. Ben moved to accept the Harrison quote and proceed with repairs. Stephanie seconded the motion, which passed.

Insurance estimates from the county were reviewed. There was agreement that an increase in recent years had given the library sufficient coverage and no action would be taken this year. John promised to consult with Van Buren about construction costs on their new building to inform next year's decision.

John circulated the registration information for the 2016 ArLA conference. Membership had been paid for all the trustees so ArLA should be contacting them soon about conference details.

The budget for 2017 was reviewed. John provided the 2016 Budget and noted that only a couple areas needed attention, aside from the adjustments determined in the prior month discussing a raise proposal for staff. Four budget lines annualized to exceed their 2016 allocations were adjusted to meet expectations in 2017. All 2016 subtotals are projected to come in under their appropriation, so no major revisions were made to 2017 aside from the salary proposal sent to the Quorum Court.

The meeting adjourned at 7:40 PM.

Minutes for October 17, 2016

Fritzie Vammen called the meeting of the Faulkner County Library board to order on October 17, 2016, at 5:30PM. Patsy Desaulniers, Ben Thompson, Fritzie Vammen, Stephanie Vanderslice, and Director John McGraw were present.

Minutes of the August board meeting were reviewed. Ben moved to approve the minutes. Stephanie seconded the motion, which passed.

Summary statements of operation were reviewed. There was a call for comments. John noted that revenues begin pouring in in October, but the latest numbers had not been updated since October 7th. Patsy moved to accept the Statements. Ben seconded the motion, which was approved.

Statistics and Programming reports were reviewed. Asked about Small Engine Repair, John reported it is a dead link which people still check every month. John had spoken with Gale about their Chiltons Auto Repair database, and the vendor had spoken at greater length about Gale Courses, which offers online courses for adults in a broad range of subjects. Information on that would be forwarded to the board to consider.

The bookkeeper's reports were reviewed. Asked if it should be concerning that 99% of State Aid expenses had been paid, John said that one of two quarterly checks had come in with \$9000 more than was budgeted for, and that had allowed additional spending on ebooks, which is the last expense of any real size remaining.

Purchase Orders were reviewed. Ben moved to approve the Purchase Orders. Stephanie seconded the motion, which was approved.

Fines and Donations expenditures were reviewed. Patsy moved to approve the expenditures. Ben seconded the motion, which was approved.

CPR training for Conway staff was discussed, possibly on Veteran's Day as part of a larger staff training day. There was concern about liability, and John was directed to discuss the issue with the County Attorney. Bids from MEMS and the Conway Fire Department had come in, and John was directed to look for a cost-effective alternative to the Red Cross training.

A job description for a Regional Director was circulated. John reported that Karla had had a great of input and that they had gone over this draft. John was asked if the statutes

governing Regional Libraries addressed Director salaries, or their duties. Specifically, must a Library Director supervise?

Prior to the Wednesday Regional meeting, John would email the SRC breakdown by county, the Regional Director job description, and the Regional bylaws.

The Fines and Donations budget for 2017 was reviewed. Ben moved to approve the budget as written. Stephanie seconded the motion, which was approved.

Motion to adjourn was approved at 6:53.

Minutes for November 18, 2016

Fritzie Vammen called the meeting of the Faulkner County Library board to order on November 18, 2016, at 5:30PM. Patsy Desaulniers, Ben Thompson, Fritzie Vammen, Jeff Moncrease, and Director John McGraw were present.

Minutes of the October board meeting were reviewed. Ben moved to approve the minutes. Patsy seconded the motion, which passed.

Summary statements of operation were reviewed. There was a call for comments. John noted that revenues began pouring in in October and we are currently ahead of 2015 collections.

Statistics and Programming reports were reviewed. John noted that at the end of October we were on the cusp of passing attendance numbers for 2015, a goal surely met by the day of the meeting. Zombie Hunt was a new program which did reasonable numbers, but turned away more people than it allowed in. That may be a logistical problem to be fixed in the future.

The bookkeeper's reports were reviewed. There was a call for comments.

Purchase Orders were reviewed. Patsy moved to approve the Purchase Orders. Ben seconded the motion, which was approved.

Fines and Donations expenditures were reviewed. Ben moved to approve the expenditures. Patsy seconded the motion, which was approved.

Housekeeping Contracts for 2017 were reviewed. John said Servicemaster had provided good service in 2016, but had increased their quote due to increased labor costs following a specific product recall. The board directed John to speak with Servicemaster as to whether the quoted price was contingent on the recall remaining unresolved or was the firm price for service in 2017. A vote on service contracts was tabled until December.

John distributed volunteer forms for Comi-Conway if any board members were available to help out.

The meeting adjourned at 6:23PM.

Minutes for December 19, 2016

Fritzie Vammen called the meeting of the Faulkner County Library board to order on December 19, 2016, at 5:30PM. Patsy Desaulniers, Ben Thompson, Fritzie Vammen, Jeff Moncrease, Stephanie Vanderslice and Director John McGraw were present.

Minutes of the November board meeting were reviewed. Ben moved to approve the minutes. Jeff seconded the motion, which passed.

Summary statements of operation were reviewed. There was a call for comments. Jeff asked why Software expenses were 188% of the money budgeted for that. John said he believed it was largely due to the cost of Envisionware, but he would confirm.

Statistics and Programming reports were reviewed. John noted attendance and circulation were both up over November of the prior year, and circulation had been flat for most of the year. There was discussion of freegal's declining numbers and a request for a Hoopla trial in advance of the Regional budget meeting.

The bookkeeper's reports were reviewed. There was a call for comments.

Purchase Orders were reviewed. Jeff moved to approve the Purchase Orders. Ben seconded the motion, which was approved.

Fines and Donations expenditures were reviewed. Jeff moved to approve the expenditures. Stephanie seconded the motion, which was approved.

Housekeeping Contracts for 2017 were reviewed. John said Servicemaster had reduced the cost after finding replacement equipment that would reduce labor costs somewhat. Ben moved to approve the adjusted bid. Stephanie seconded the motion, which was approved.

Mount Vernon hours were reviewed. John reported expanded Saturday hours had shown good numbers in August but had dropped off thereafter. John recommended eliminating Saturday hours. Ben moved to eliminate Saturday hours for Mount Vernon. Jeff seconded the motion, which was approved. There was consensus to revisit the issue in the late spring.

John circulated a calendar of closing dates for 2017. Ben moved to accept the calendar as drafted. Stephanie seconded the motion, which was approved.

Lawn care bids were considered. Jeff moved to accept Southern Lawn and Service's bid. Patsy seconded the motion, which was approved.

Wade's bid for climate controller service was considered. No other bidders had been located and Wade has always serviced the controllers. Asked about service, John said it needs an upgrade, which was promised but had not been put in place. The board asked John to get details on the upgrade from Wade, features it will offer and a timetable for its installation. The question was tabled until the January meeting.

HVAC contracts were considered. The board discussed the merits of the Harrison and Gibbs bids. John presented a spreadsheet of expenses paid for service above and beyond simple maintenance and argued that Gibbs was offering a cheaper simple maintenance contract and a full service contract which would be equal to 2016 spending on HVAC. Jeff moved to accept Gibbs' full service contract. Stephanie seconded the motion, which was approved.

John circulated a flyer for a proposed program sending letters to Syria. The board declined to approve the program, suggesting we provide space if another sponsor would provide the support.

Everyone thanked Fritzie for her service to the board, and Fritzie adjourned the meeting at 7:04 PM.