

Faulkner County Library Board Minutes 2018

Minutes for January 24, 2018

Jeff Moncrease called the monthly meeting of the Faulkner County Library board to order on January 24, 2018, at 5:30PM. Board members Stephanie Vanderslice, Jeff Moncrease, Ben Thompson, and Jeff Whittingham were present, as were Suzanne Waggoner, Kara Dyer, and Director John McGraw.

Jeff nominated Ben Thompson to chair the board for another year, and nominated Stephanie and himself to continue serving on the Regional board for another year. Jeff Whittingham seconded the motion, which was approved.

Kara gave a presentation on an advertising grant ComiConway had received and her plans for it, which includes amending the budget. Jeff Moncrease moved to add \$3,500 to the advertising budget and total projected expenses. Jeff Whittingham seconded the motion, which was approved.

Minutes of the December 21 meeting were reviewed. Stephanie moved to approve the minutes. Jeff Whittingham seconded the motion, which passed.

Summary statements of operation were reviewed. There was a call for comments. John noted that the millage had collected 107% of its projected revenue for 2017.

Statistics and Programming reports were reviewed.

The bookkeeper's reports were reviewed. John reported that Hoopla had grown beyond what would equitably be spent per month at the current funding levels. Patrons were beginning to encounter notifications that our spending cap for the day had been reached. Jeff Moncrease observed that an increase in Hoopla funding by the Regional board may well translate into a decrease in funding for Summer Reading Club.

Additionally, on the subject of lending changes, John reported that a few high-demand titles would be designated Lucky Picks. These could not be placed on hold, only check out for one week, and cannot be renewed. There would be no grace period for fines. John hopes it will encourage people who only place holds and collect them to explore the collection more in hopes of finding a title they are waiting for (and more).

Purchase Orders for October were reviewed. Fines and Donations expenditures were reviewed. Jeff Whittingham moved to approve the all the expenditures. Stephanie seconded the motion, which passed.

Old Business:

John reported that four applicants had been submitted for the vacant board position. He had spoken with Judge Baker about them, but when he contacted the office to confirm he would be giving his annual report to the quorum court and seeing a board appointment in January, both items had been forgotten.

John reported that the chiller had been installed. Some adjustments remain, as the building is still getting rather warm at times.

John reported that Twin Groves held a townhall meeting on January 9th attended by Jeff Moncrease and himself. Jeff explained his proposal, which is to pay a nominal fee for the building in order to insure that repairs are timely and thorough. The purchase contract would include a clause saying that should we cease to operate a library from the property, the city would have the first opportunity to purchase the property and at

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the original sale price. There was considerable desire for another townhall, as attendees felt many stakeholders had not learned of it. A second townhall January 23rd attended by Judy Lovell and himself had fewer attendants. Money was collected to repair the floor, and \$500 was raised. Residents seemed mostly concerned about when this offer would expire, and John affirmed that it had no expiration date. John promised to present the Friends of the Library with the request to pay for the replacement heat pump at their February meeting.

New Business:

HVAC contracts were considered. Four bids had been received. Jeff Moncrease moved to accept Harrison's bid. Jeff Whittingham seconded the motion, which passed. The board requested a representative from Harrison attend the February meeting. John said he would make those arrangements.

John circulated February program calendars, patron surveys, and the Quorum Court's annual report. Jeff Moncrease suggested that the board review the document and send John notes as needed.

The meeting was adjourned at 7:02 PM

Minutes for February 19, 2018

Ben Thompson called the monthly meeting of the Faulkner County Library board to order on February 19, 2018, at 5:30PM. Board members Stephanie Vanderslice, Jeff Moncrease, Ben Thompson, and Jeff Whittingham were present, as well as Director John McGraw and Coby Sutton of Harrison Energy.

Minutes of the January 24 meeting were reviewed. Jeff Whittingham 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 the revenue collection in January was very strong.

Statistics and Programming reports were reviewed. John noted that circulation was up over the prior January, largely on the strength of Overdrive and Conway circulation.

Mango also had a very strong month, and will be paid for state-wide by the Arkansas State Library in August, freeing up some money for the Regional system.

The bookkeeper's reports were reviewed. Ben asked about the \$397.41 spending in the miscellaneous line. John promised to investigate. (A gateway patron had written the county a check for \$400 to buy Overdrive titles, which are normally purchased from Regional budgets).

Purchase Orders for October were reviewed. Stephanie moved to approve the expenditures. Jeff Whittingham seconded the motion, which passed.

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

Old Business:

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John reported that Suzann Waggoner's appointment is on the agenda for the February 20 Quorum Court meeting, as is John's annual report.

The Metro Disaster bid for masonry repair in Greenbrier was considered. John reported that over a dozen companies had been contacted about bidding on the job, including some referrals by our insurer. No other bids have come in in the months since the incident. Jeff Whittingham moved that the board accept Metro Disaster's bid and commence repairs. Stephanie seconded the motion, which was approved.

John reported that Twin Groves had replaced the damaged bathroom floor at the library there. John presented the Friends of the Library's response to the request to pay for the replacement heat pump, which stresses the precedent set with Mount Vernon of funding collections and programs rather than facilities and maintenance.

New Business:

John presented a quote for new computers. Most staff computers are at least 3 years old and many others are between 5 and 7 years old. This proposal would replace staff terminals with new machines, and the old staff machines would be wiped to become public terminals. That should improve performance at the branches for staff and public alike, as well as increase the number of machines at Conway and decreasing wait times for machines.

John circulated a policy for telescope lending and documentation on what Laman library had paid for eight telescopes. The issue was tabled.

John reported that they were trying out a pilot program of high demand items called "Lucky Finds." This would be a single copy of high-demand titles at Conway which go out for 1 week, cannot be renewed or put on hold. The hope is to encourage browsing of the collection, rather than placing holds online and never going past the front desk.

John reported he is waiting for an opinion from county attorney David Hogue about what funds can be used for construction, so he has no building budget proposal at this time.

John reported that a DVD inventory had shown a loss rate of 25% and some branches have similar loss rates. Discussions are ongoing about how to get DVDs returned more consistently, as well as considering how service could be improved by altering DVD lending practices.

Patron surveys were distributed.

The meeting was adjourned at 6:49 PM

Minutes for March 19, 2018

Ben Thompson called the monthly meeting of the Faulkner County Library board to order on March 19, 2018, at 5:30PM. Board members Stephanie Vanderslice, Ben Thompson, and Jeff Whittingham were present, as well as Director John McGraw and Marvin Lessman.

Minutes of the February 19 meeting were reviewed. Jeff Whittingham moved to approve the minutes. Stephanie seconded the motion, which passed.

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Summary statements of operation were reviewed. There was a call for comments. John noted that the revenue collection in 2018 was well ahead of previous years.

Statistics and Programming reports were reviewed.

The bookkeeper's reports were reviewed. John noted that the Regional board had transferred the unused money budgeted for Mango to Hoopla with the hopes that it would boost circulation and decrease the number of patrons told we had hit our budgeted expenditure for the day, which was almost 50% in February.

Purchase Orders for February were reviewed. Stephanie moved to approve the expenditures. Jeff Whittingham seconded the motion, which passed.

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

Old Business:

John reported that Suzann Waggoner was sworn in but unable to attend the March meeting. The annual report to the Quorum Court had been delayed due to a power failure during the court session.

New Business:

John presented a quote for hand dryers for the public restrooms. He explained that the cost was less than what had been spent on plumbing calls due to hand towels flushed down toilets last year. Jeff Whittingham moved to approve the installation of hand dryers. Stephanie seconded the motion, which passed.

John circulated a section of the Arkansas state code which suggests that carryover funds in the maintenance and operations fund can be used as matching funds for construction. He presented a space calculation worksheet that suggested a building in Mount Vernon could be done at 2000 square feet and speculated that available money in Fines and Donations was inadequate to such a project. John proposed retaining 10% of the Fines and Donations funds and asking the Quorum Court, through the process outlined in the statute, to release a matching amount from the carryover to be used to construct a new library in Mount Vernon. Jeff Whittingham moved to request an appropriation of \$170,000 from the carryover. Stephanie seconded the motion, which passed. The board further directed John to discuss with Karla how Van Buren county leased its building.

Patron surveys were distributed.

The meeting was adjourned at 6:57 PM

Minutes for April 19, 2018

Ben Thompson called the monthly meeting of the Faulkner County Library board to order on April 19, 2018, at 5:30PM. Board members Suzann Waggoner, Ben Thompson, and Jeff Whittingham were present, as well as Director John McGraw.

Minutes of the March 19 meeting were reviewed. Jeff Whittingham moved to approve the minutes. Suzann seconded the motion, which passed.

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Summary statements of operation were reviewed. There was a call for comments. John apologized for not having bookkeeper's reports for March, but April usually sees delays in turn-around and the material had been delivered late. John promised to forward them around as soon as they were completed. Jeff asked about last year's Regional reimbursement for work done by interim Regional Director and wondered if arrangements had been made to compensate again this year. John said there were at present no such plans, but the presumption is that the budget is somewhat fluid until the legislature concludes the fiscal session.

Statistics and Programming reports were reviewed. There was a call for comments. Purchase Orders for March were reviewed. There were questions about the mobile cooking station. John explained that a grant had covered a third, the Friends of the Library had covered a third. This constituted the full price, and the county was reimbursed. Suzann moved to approve the expenditures. Jeff Whittingham seconded the motion, which passed.

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

Old Business:

John reported the Quorum Court had appropriated \$170,000 from the millage carryover into a construction budget line. John is pursuing bids on clearing the lot and hopes to have that on the May agenda.

New Business:

John circulated a resolution approving the current court members, plus the Director and Assistant Director, to sign checks on the library account. Jeff moved to approve the list as presented. Suzann seconded the motion, which was approved.

John presented a termite contract for the Conway library. This is an expansion of service already contracted, but includes a treatment line that makes the sum subject to board approval. Jeff moved to approve Midstate's abatement expenses and expand their service to the Conway library. Suzann seconded the motion, which was approved.

John circulated a description and application for Arkansas Library Leadership Institute's All-In conference, and expressed his desire to apply. Support for his application was unanimous.

John reported recommendations from an ad hoc committee of collections and cataloging staff on DVD lending. Arising from a commitment to the Regional board to have more get-togethers of staff from both counties to iron out differences in policy and procedure, the issue of DVD loss was addressed. The board supported by acclimation forwarding the committee's recommendations to the Regional board.

John circulated a space planning worksheet, in which he had input Conway's current population and the building as it stands now, and the space calculator estimated a

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building 17% larger than the current one just for present day operations. John reported that building calculators suggest 1.15 square feet per capita, which means Conway is only half as large as it needs to be for the present population. John reported that he wishes to begin in earnest to write a strategic plan, but that it should include the consideration of whether growth means building a second location, leasing a second location, or expanding the current building. There was discussion of funding mechanisms and the possibility of bringing in other stakeholders to contribute.

Patron surveys were distributed.

The meeting was adjourned at 7:05 PM

Minutes for May 21, 2018

Ben Thompson called the monthly meeting of the Faulkner County Library board to order on May 21, 2018, at 5:30PM. Board members Ben Thompson, Stephanie Vanderslice, Suzann Waggoner and Jeff Whittingham were present, as well as Director John McGraw.

Minutes of the April 19 meeting were reviewed. Jeff Whittingham 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 continue to come in higher than usual. He also noted that travel had largely been spent because of the blizzard-related complications of sending staff to the Public Library Association conference.

The bookkeepers reports were reviewed. John noted that March reports, unavailable at the April meeting but distributed via email, were included in the board packet. John mentioned there was progress on an ebook consortium, which would reduce the Regional spending on platform fees by 60%, allowing for more to be spent on content. Various sharing plans were in discussion, but joining the consortium could more than triple the size of the collection our patrons access.

Statistics and Programming reports were reviewed. There was a call for comments. John noted that while attendance was down compared to the first four months of 2017, Circulation was steady and programming is steady.

Purchase Orders for April were reviewed. Stephanie moved to approve the expenditures. Jeff Whittingham seconded the motion, which passed.

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

Old Business:

John submitted two bids to repair the masonry in Greenbrier. Other bids had been sought for months and no third bid could be secured. Stephanie moved to accept Nabholz's bid. Jeff seconded the motion, which was approved.

New Business:

John reported that as fencing was being removed from the Mount Vernon site, a neighbor had become interested in the project and had begun talking with the mayor

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about donating another half acre of land to the library. Bids had been sought to clear the land, but no bids in writing had as yet been received.

John submitted a proposal for shelving in the DVD room. There was a discussion about the future of the medium. At present DVDs are among the most robust sections of the collection. Membership in Tips and Taps relieves the library of the need to seek other bids. Jeff moved to accept the Innerplan proposal. Stephanie seconded the motion, which was approved.

Patron surveys were distributed.

The meeting was adjourned at 6:28 PM

Minutes for June 18, 2018

Ben Thompson called the monthly meeting of the Faulkner County Library board to order on June 18, 2018, at 5:30PM. Board members Jeff Moncrease, Ben Thompson, and Suzann Waggoner were present, as well as Director John McGraw and Ruth Hyatt of the Arkansas State Library.

Regular order was suspended for

New Business:

Ruth Hyatt was given the floor to conduct Trustee Orientation for those present. Topics of discussion included demarcating trustees' duties from the duties of the Director, and trustees' role between meetings. Recommendations included amending the bylaws to specify interim periods between term-limited board appointments and specifying what forms public participation at a board meeting can be aside from face to face participation.

Minutes of the May 21 meeting were reviewed. Jeff moved to approve the minutes. Suzann seconded the motion, which passed.

Summary statements of operation were reviewed. There was a call for comments. John noted that half of the projected revenue had been collected, months ahead of when that milestone is usually reached.

The bookkeepers reports were reviewed. There were questions about \$2700 in the miscellaneous column. John stated that was the last scholarship payment to Adrianna Davis, which is paid to the county by the state library and then paid by the county library to the scholarship recipient. The county sponsors the recipient with the understanding that they will work in public libraries in Arkansas for a year after graduation.

Statistics and Programming reports were reviewed. There was a call for comments. John noted that circulation was up over May of 2017. It was a strong month for card sign-ups and programming.

Purchase Orders for April were reviewed. Jeff moved to approve the expenditures. Suzann seconded the motion, which passed.

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

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Old Business:

John reported that only one bid had come in to clear the lot at Mount Vernon, but Ben Hoover had proposed doing the work for free if he could salvage anything from the lot. Jeff moved to end the bidding process and allow Mr. Hoover the right to salvage the lot provided a time frame was set to complete the job, and Mr. Hoover agreed to assume all responsibility for securing the site and liability of workers clearing the lot. Suzann seconded the motion, which passed.

John reported that the Regional board had met and agreed to the changes in DVD lending and fines previously discussed. In addition, they had agreed to join an ebook consortium covering a great deal of the state.

John reported that the wall repair in Greenbrier was beginning that week. An exit interview with the legislative audit was scheduled for the following Monday. Bids were being sought for electrical work and roofing in Conway.

Patron surveys were distributed.

The meeting was adjourned at 7:30 PM

Minutes for July 23, 2018

Ben Thompson called the monthly meeting of the Faulkner County Library board to order on July 23, 2018, at 6:15PM. Board members Jeff Moncrease, Ben Thompson, and Jeff Whittingham were present, as well as Director John McGraw.

Minutes of the June 18 meeting were reviewed. Jeff Moncrease moved to approve the minutes. Jeff Whittingham seconded the motion, which passed.

Summary statements of operation were reviewed. There was a call for comments. John noted that revenue continues to come in faster than it has since records were kept; in addition, John said some discussion of amending the travel and conferences budget should be expected next month.

The bookkeepers reports were reviewed. There were questions about \$2700 in the miscellaneous column. John stated that was the last scholarship payment to Adrianna Davis, which is paid to the county by the state library and then paid by the county library to the scholarship recipient. John mentioned that the Regional account had received a fifth quarterly payment of \$32,000 early in July, accounting for about 67% of the lost funds for the fiscal year the state had just concluded. Allocation of the extra money would be an agenda item for the August Regional meeting.

Statistics and Programming reports were reviewed. There was a call for comments. John noted that circulation was up over May of 2017, even as attendance was down.

Purchase Orders for April were reviewed. Jeff Whittingham moved to approve the expenditures. Jeff Moncrease seconded the motion, which passed.

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

Old Business:

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John reported that Ben Hoover had estimated the end of August to clear the lot in Mount Vernon but had reported it might be done by the end of July. John is still waiting on the deed for the additional half-acre and had reminded the county attorney about this.

New Business:

John presented an appraisal of water damage from the leaky roof. Jeff Moncrease moved to pursue the outlined repairs for the cost of the appraised water damage. Jeff Whittingham seconded the motion, which passed.

John reported that recently while signing purchase orders, Ben Thompson had pointed out a gap in the library's credit card policy that failed to address finance charges. John offered a solution for finance charges going forward, to bill them as Other Professional Services with the statement as invoice. This is consistent with what other county offices are doing. That leaves years of charges to be addressed. John observed that once this month's charges are paid, it should be possible to identify the balance and amend the Fines and Donations budget in August to make that payment and erase the balance.

Electrical bids were considered to retrofit 33 sconces throughout the building to a more durable and energy efficient LED bulb. Jeff Whittingham moved to accept the bid from Staley Electric. Jeff Moncrease seconded the motion, which passed.

John presented a salary adjustment proposal to raise full-time wages 3%, with Circulation Manager Jen Beritich and Systems Administrator Deanna Dillon receiving a 10% increase. John stated that in putting together an omnibus salary survey last year, Beritich and Dillon had pay gaps significantly larger than lots of other staff: 31.89% for Beritich and 21.71% for Dillon. The proposal would raise the budget line for full time salaries from \$720,512 to \$746,187, an increase of 3.5%. Jeff Moncrease pointed out that an increase in salaries would have incidental effects on other budget lines, and he asked to see something that would reflect those numbers as well. John said he would have that for the next meeting.

Bids for a replacement roof were considered. John went through the Request for Bids and noted the lowest bid explicitly excluded roof vents, the absence of which had prematurely ruined the existing roof, according to the insurance adjuster. Jeff Whittingham moved to accept Arkansas Roofing Kompany as the lowest bid to accurately reflect the Request specifications. Jeff Moncrease seconded the motion, which passed.

Patron surveys were distributed, as were some initial plans for a building Kevin Watson is considering building. John reported that Watson hoped to have an idea of what a leasing structure would look like by September.

The meeting was adjourned at 7:11 PM

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Jeff Whittingham called an emergency meeting of the Faulkner County Library board to order on August 2, 2018, at 6:10PM. Board members Stephanie Vanderslice, Suzann Waggoner and Jeff Whittingham were present, as well as Director John McGraw. Minutes of the July 23 meeting were reviewed. Suzann asked about the half acre to be deeded to the library. John said he would check with the county attorney to see what remains to be done. Suzann moved to approve the minutes as presented. The minutes were approved by acclamation.

New Business:

Bids to replace the HVAC in Vilonia were considered. Stephanie moved to approve the Pearce bid, the lowest of the three submitted by the meeting time. Suzann seconded the motion, which was approved.

An invoice for Symantec's SSL Certificate was presented. John explained that the certificate insures the privacy of people using the catalog and without it patron records were inaccessible. It is a Regional issue, and John recommends Faulkner County pay for it to expedite patrons' access to their accounts and ask the Regional board to reimburse the county at its next meeting. John said he had been caught by surprise by the certificate lapsing, but that steps had been taken to budget for it in the future and to approve renewals prior to it expiring.

Stephanie moved that the Faulkner County library purchase a 2 year certificate and seek reimbursement from the Regional board. Suzann seconded the motion, which was approved.

The meeting was adjourned at 6:23 PM

Minutes for August 20, 2018

Ben Thompson called the monthly meeting of the Faulkner County Library board to order on August 20, 2018, at 5:40PM. Board members Jeff Moncrease, Ben Thompson, Suzann Waggoner and Jeff Whittingham were present, as well as Director John McGraw and Larry Brinkley.

Minutes of the August 2 meeting were reviewed. Jeff Whittingham moved to approve the minutes. Suzann seconded the motion, which passed.

Summary statements of operation were reviewed. There was a call for comments. John noted that revenue continues to come in faster than it has since records were kept; in addition, John said some discussion of amending the travel and conferences budget should be expected next month.

The bookkeepers reports were reviewed. John noted that the Regional account had received a fifth quarterly payment of \$32,000 early in July, and that full funding had been restored for the state's new fiscal year, which would mean an added \$25,000 in the quarterly payments to come in 2018.

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Statistics and Programming reports were reviewed. There was a call for comments. John said that he is testing the reliability of the door counters, as they reflect 7,000 fewer patrons in Conway over last July, even as program attendance and circulation are up. Purchase Orders for April were reviewed. Jeff Whittingham moved to approve the expenditures. Suzann seconded the motion, which passed.

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

Old Business:

After credit card procedures were revised in July some accounting was done to determine the carry-over that needs payment. John estimated the amount at \$2191.27. Jeff Whittingham moved that the Fines and Donations budget be amended to add that amount to the Miscellaneous line and the balance be paid. Suzann seconded the motion, which passed.

John reintroduced the salary proposal offered in July, as well as the requested information on impacts to Social Security and Retirement budget lines. The board went into executive session. When the board emerged from executive session, Jeff Moncrease moved to send the proposal to the Quorum Court. Jeff Whittingham seconded the motion, which passed.

John reported that electrical work had been completed. There had been some communication issues between the roofer and the Judge's office, but shingles have been ordered and the job should take a little under two weeks.

New Business:

John reported that in addition to getting an unexpected "fifth quarter" check of \$32,000 in state aid, state aid had been restored for the coming fiscal year, meaning an additional \$24,000 in aid which had not been budgeted for. John presented several opportunities available to the Region, including purchasing some reference ebooks, purchasing some educational databases to train staff, and restoring Regional reimbursements which Faulkner County had used to bolster programming in the past few years.

Jeff Moncrease made a motion that the Faulkner County board calls upon the Regional board to name John McGraw the Regional Director, cease looking for a part-time independent Regional director, and absorb the Regional Director responsibilities into the job description of the Faulkner County Director. Jeff Whittingham seconded the motion, which passed unanimously.

John brought up programming budgets, which were straining due to cuts imposed last year when 20% of state funding to the Region was tabled. John said the immediate need was for adult programming, but the other budget lines had been cut in half. Jeff Moncrease moved to amend the Fines and Donation budget to reflect \$20,000 budgeted for adult programming. Suzann seconded the motion, which passed.

Patron surveys were distributed.

The meeting was adjourned at 7:03 PM

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Minutes for September 17, 2018

Ben Thompson called the monthly meeting of the Faulkner County Library board to order on September 17, 2018, at 5:35PM. Board members Jeff Moncrease, Ben Thompson, Stephanie Vanderslice, Suzann Waggoner and Jeff Whittingham were present, as well as Director John McGraw and Justice of the Peace John Pickett. Ben suspended the agenda and moved to Old Business and invited Justice Pickett to speak. Justice Pickett spoke about the salary survey he and John had constructed last year. He said the data suggests Faulkner County is deeply behind other Class 6 counties in terms of salaries. He recommends an omnibus salary correction and then pursuing cost of living increases after that. Then, speaking about the mechanics of the Quorum Court, he believes that the library's funding and the presence of an administrative board make it an exception to the situation faced by departments funded out of County General Fund. He said the court does not micromanage administrative boards. The request would need to be presented before the Court becomes mired in the budget process for 2019.

Minutes of the August 20 meeting were reviewed. Suzann moved to approve the minutes. Jeff Whittingham seconded the motion, which passed with Stephanie abstaining.

Summary statements of operation were reviewed. There was a call for comments. John said some discussion of amending the travel and conferences budget should be expected after the ArLA conference. Revenue continues to come in well in advance of past years' performance.

The bookkeepers reports were reviewed. There were questions about the Miscellaneous column spending. John explained that the credit card balance payment approved in August, as well as the website security provisionally spent by the county to be shifted to the Regional account were contributing factors.

Statistics and Programming reports were reviewed. There was a call for comments. John said both circulation and attendance were up over last August.

Purchase Orders for April were reviewed. Stephanie moved to approve the expenditures. Jeff Whittingham seconded the motion, which passed.

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

Old Business:

The board debated the points Justice Pickett had made. The board directed John to build a proposal to raise full-time salaries to the average for those positions in class 6 counties. John he would pursue 2017 salary information and attempt to define whether other class 6 counties have salary increase procedures and how they are awarded.

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Conway repairs: electrical renovations had completed to everyone's satisfaction. Wade is replacing the temperature controllers throughout the building. The roofing is stalled at the judge's office and John has as yet been unable to discover why.

John submitted a proposal to amend programming budgets for Children and Teens for the remainder of 2018. The Children's programming budget is facing a \$4400 shortfall and Teens' programming budget is projected to have a surplus of \$1500. John noted that there were some gaps in the projections, which may be branches not projecting funding needs for programs during that period or it could be unreported costs. Jeff Whittingham moved to increase the budget for Children's programming by \$4,500, with \$1,000 to be taken from Teen programming. Jeff Moncrease seconded the motion, which passed.

New Business:

John outlined the variety of legal opinions in the packet on the relationship between administrative boards and quorum courts.

John requested closing the library on Columbus Day for an in-service to train staff. Jeff Moncrease asked if it would be mandatory, John replied that some staff are unavailable but for the most part, yes. Jeff Whittingham moved to close the library on Columbus Day for a staff training day. Stephanie seconded the motion, which passed.

John circulated promotional material on new programming initiatives. Mayflower has partnered with the Boys and Girls Club of Mayflower to reach out to readers and offer them support and recommendations. Mary Polk is initiating 1000 Books Before Kindergarten, which has been a success at many libraries. Funding for this had been obtained from the Friends of the Library.

On the Regional agenda, Karla had suggested moving courier fees to the Regional budget, since it serves the whole regional system. John reported Karla pays \$52 per week and Faulkner county pays \$168 per week. John also said he would like to explore getting two trips per week. This would cut the impact of each delivery in half, and it would cut the delay in item requests in half. On a related note, John wishes to move email funding to the Regional budget. At present email accounts for both counties are paid by Faulkner County. A date for the third quarter meeting has not been set.

The meeting was adjourned at 7:21 PM

Minutes for October 3, 2018

Ben Thompson called the monthly meeting of the Faulkner County Library board to order on October 3, 2018, at 5:38PM. Board members Ben Thompson, Stephanie Vanderslice, Suzann Waggoner and Jeff Whittingham were present, as well as Director John McGraw.

Minutes of the September 17 meeting were reviewed. Suzann moved to approve the minutes. Jeff Whittingham seconded the motion, which passed.

Old Business:

The board debated the omnibus salary adjustment recommended by the salary survey of class 6 counties. There was concern that an increase of \$93,000 to Personnel could

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have adverse effects on other budget areas. Suzann moved to table the salary adjustment until the budget was approved. Stephanie seconded the motion, which passed.

New Business:

John presented a budget for millage funds for 2019. Aside from the approved COLA increases to Personnel, and increased money for Travel, Conferences, and Training, spending remains the same from 2018. The only significant change was moving \$200,000 of the \$250,000 usually budgeted for renovations to the 3018: Buildings And Improvements line, as that is how the courthouse was now coding those expenditures. Subtracting the renovations and construction budget lines, which pull from the carry-over, the library projects to spend \$1,969,000 in 2019. Conservative budget projections say the library will take in \$1,928,000 in revenue, but John noted that revenue collection was far ahead of past year's performance and did not doubt that collections could pass \$1,969,000. Jeff Whittingham moved to approve the budget as proposed. Stephanie seconded the motion, which passed.

Jeff Whittingham moved to untable the salary proposal. Suzann seconded the motion, which passed. John proposed removing the Director line from the proposal. No motion was made in favor of that proposal. John noted that several budget lines contain a large amount of slack in them, and that the difference between the 2017 budget and 2017 expenditures was greater than the increase under consideration. Jeff Whittingham moved to approve the omnibus salary correction. Suzann seconded the motion, which passed.

The meeting was adjourned at 6:35 PM

Minutes for November 19, 2018

Ben Thompson called the monthly meeting of the Faulkner County Library board to order on November 19, 2018, at 5:38PM. Board members Jeff Moncrease, Ben Thompson, Stephanie Vanderslice, Suzann Waggoner and Jeff Whittingham were present, as well as Children's Librarian Kara Dyer and Director John McGraw. Minutes of the October 3 meeting were reviewed. Jeff Whittingham moved to approve the minutes. Stephanie seconded the motion, which passed. The agenda was set aside to hear a report from Kara Dyer.

Old Business:

Kara provided a report on ComiConway 2018. Attendance was down slightly. Expenses and income both declined. Some of the decline in exhibitor income attributed to fewer vendors and a smaller footprint for vendors. Kara submitted a budget for 2019. She proposes spending more on guests and flattening vendor rates. She urged the board to approve the hire of a marketer to handle all library events and services. Discussion by the board included ways to further emphasize the library as the event sponsor, and

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folding the ComiConway website into the library website. Jeff Moncrease moved to table the 2019 Comiconway Budget. Suzanne seconded the motion, which passed.

Summary Statements of operations were reviewed. John noted that revenue had reached 103% of projected revenue for the year.

Bookkeeper's reports were reviewed. John noted that amendments approved by the Regional board in October were reflected in the October report on the state aid account.

Statistics were reviewed. John noted that Overdrive and Hoopla had experienced incredible growth in October. Overdrive was showing the benefits of joining the Arkansas Digital Library Consortium, and Hoopla had a title which had gone viral, driving a great deal of traffic to the sight.

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

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

Old Business:

The 2019 millage budget was re-presented. John had been unable to get committee hearings on the omnibus salary correction passed by the board in October. He had been told to pursue it through the annual budget process. The presented budget amended the salary lines to reflect the changes passed by the board in October. Jeff Whittingham moved to send the amended budget to the Budget committee. Suzanne seconded the motion, which passed.

The Regional board had taken up Jeff Moncrease's suggestion to name John McGraw the Regional Director and had asked the county boards to review the job description from 2012. Jeff Moncrease moved to amend the description to say "Employed by the Faulkner County library" rather than the Regional library system. Stephanie seconded the motion, which passed.

New Business:

John submitted a calendar for closing dates in 2019. It varies from 2018 in omitting Veteran's Day and adding two in-service training days for staff on President's Day and Columbus Day. Jeff Whittingham moved to accept the calendar as presented. Stephanie seconded the motion, which passed.

John circulated proposals to amend the conduct policy with regard to weapons and sleeping. The board directed John to seek clarification from the county attorney about the weapons change.

During the discussion, the issue of seating and shelter for people queueing for drivers testing on the west side of the building came up. John promised to get some pricing. John presented a bill from Harrison for cleaning the coils. The issue had come up as Wade does upgrades on the controllers, and there had been some dispute as to whether or not it was covered by the service agreement. Jeff Moncrease moved to pay the Harrison bill for coil cleaning. Jeff Whittingham seconded the motion, which passed.

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The board considered bids to upgrade the parking lot lights. Jeff Whittingham moved to accept Sims' second option, replacing the fixtures and installing 150w LED lights.

Stephanie seconded the motion, which passed.

The board considered bids to install a paging system. Jeff Whittingham moved to accept Staley's bid to tie a system into the telephones. Suzanne seconded the motion, which passed.

John told the board of a meeting with contractor Kevin Watson, who suggested he could build a 25,000 square foot building for 4.5 to 5.5 million. John mentioned he would meet with Judge Baker to see if any funding mechanisms exist in the county to realize a second Conway location.

John mentioned that Twin Groves had recently had wasp issues that hold closed the building for a week while the exterminators were determining it was safe for staff and patrons.

John announced that Toys for Tots would have a weekend toy drive at the library at the end of the month.

The board asked John about RFID technology. Some discussion of its benefits concluded with a request to get price quotes on bringing RFID to our collection.

The meeting was adjourned at 8:02 PM

Minutes for December 19, 2018

Ben Thompson called the monthly meeting of the Faulkner County Library board to order on December 17, 2018, at 5:38PM. Board members Jeff Moncrease, Ben Thompson, , and Stephanie Vanderslice were present, as well as Director John McGraw. Board member Jeff Whittingham joined the meeting via Skype.

Minutes of the November 19 meeting were reviewed. Jeff Moncrease moved to approve the minutes. Stephanie seconded the motion, which passed.

Summary Statements of operations were reviewed. John noted that revenue had reached 103% of projected revenue for the year. John was asked for estimates on 2019 payroll. He said he could provide an estimate based on what the Budget committee had passed as well as what would be discussed in January.

Bookkeeper's reports were reviewed. John noted that the \$5000 budgeted for ComiConway from Fines and Donations had never been paid. Income was far in excess of anticipated because of the restoration of Regional Reimbursements as well as a spike in interest earned on the accounts.

Statistics were reviewed. John noted that Overdrive numbers were rolled back due to miscommunication about what statistics were being retrieved. Previous gains were Consortium-wide totals and when selecting specifically Faulkner-Van Buren patrons, the gains were modest. John noted that circulation in 2018 would top 2017 numbers, as would cards created and children's programming attendance.

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

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

Old Business:

The 2019 Regional budget was reviewed. John noted the Regional board had absorbed the courier costs, as well as increasing funding for Overdrive and Hoopla. Two new services, The New York Times and Creative Bug, would be paid for from carryover funds for one year in an attempt to grow the services to a point where they would be included in future budgets.

John also reported that the Regional board has come to an agreement on his job description as Regional Director.

Jeff Moncrease moved to untable the 2019 Comiconway Budget. The motion was approved by acclamation. Jeff moved to budget \$5000 toward marketing materials. Stephanie seconded the motion, which was approved. There were remaining questions about the 2019 budget, which will be taken up again in January.

New Business:

John requested that the library cease financial transactions on December 28th to have a clean close to the fiscal year. Jeff Moncrease moved to do exactly that. Stephanie seconded the motion, which passed.

The proposed 2019 Fines and Donation budget was considered. The budget restores program funding to 2017 levels, plus adds budget lines for Gardening & Nutrition programming and the 1000 Books Before Kindergarten initiative. Jeff Moncrease asked John to explore income generation by and for programming. Stephanie moved to accept the budget as presented. Jeff Moncrease seconded the motion, which passed.

Janitorial contracts were considered. Stanley had offered a price but had not submitted a bid. Being as it would constitute the lowest bid, John was directed to seek a formal bid from Stanley for a 1 year contract with a review at 3 months and a termination clause. The issue was tabled until January.

Lawn maintenance contracts were taken up. Superior Outdoor had offered a price but had not submitted a bid. Being as it would constitute the lowest bid, John was directed to seek a formal bid from Superior Outdoor. The issue was tabled until January.

A bid to repair the western fence was considered. There was discussion of the TIPS program that allows for this procedure. Jeff Whittingham moved to accept the bid from Bill's Fence. Stephanie seconded the motion, which passed.

Regional bylaws were circulated. The final quarterly meeting of the Regional Board had arrived at some amendments that may be taken up at the next Regional Board meeting. John reminded everyone that amendments may be proposed up to the call for the meeting.

Stephanie moved that Jeff Whittingham and Ben Thompson represent the Faulkner County library system on the Regional board in 2019. Jeff Moncrease seconded the motion, which passed.

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The Wade contract was reviewed. Jeff Moncrease moved to accept the contract when the 2018 upgrades were complete. Stephanie seconded the motion, which passed. The meeting was adjourned at 7:04 PM