

Lonoke County Libraries
Board of Trustees Minutes
February 8, 2024 @ 5:00 p.m.

1. Meeting was called to order at 5:11 p.m. by Melissa Bulice.
 - a. Board Members Present: Kay Roberts, Pepper Wyllia, Ryan Biles, Val Turner, Rusty Eisenhower, & Melissa Bulice.
 - b. Staff Present: Stacy Barker, Director; Melissa Moody, Director's Assistant; Nan Palmer, England Branch Manager; Ashlee Jones, Lonoke Branch Manager; Kirsten Seidel, Youth Services; Jessica Tucker, Cabot Circulation Manager & Karen Coates, Carlisle Clerk.
 - c. Other's Present: Kathleen Ashmore, Melissa Pay & Judge Doug Erwin.
2. Judge Doug Erwin swore in new Cabot representative Board of Trustees member Melissa Pay, after thanking Melissa Bulice for 10 years of service. Ryan Biles took over the meeting as the newly appointed chairman once Melissa Pay was sworn in.
3. **A motion was made to approve the board minutes from the November 30, 2023 meeting.**

Motion: Val Turner Second: Kay Roberts Vote: Unanimous

4. **A motion was made to approve the board minutes from the December 11, 2023 meeting.**

Motion: Kay Roberts Second: Val Turner Vote: Unanimous

5. **A motion was made to approve the board minutes from the January 11, 2024 meeting with the correction of Melissa Pay's name.**

Motion: Ryan Biles Second: Val Turner Vote: Unanimous

6. Financial Report
 - a. 3008 millage fund-\$1,061,918.95
 - b. 3408 sales tax fund-\$538,759.32

7. Reports

- a. Lonoke Report-Ashlee Jones

Ashlee Jones, Lonoke Branch Manager gave an update on the Lonoke Public Library. She let the board know that Kirsten Seidel is now doing storytime for 3 different daycares in town. Lonoke has also partnered with the Beta Club teacher at the high school and they have had students doing story time at the library. They plan to have a poetry slam night in March & the Master Gardeners are going to start programming back on the first Tuesday of every month. The library has also partnered with the schools and will be donating solar eclipse glasses along with donating the glasses to the chamber as well.

- b. Carlisle Report-Ashlee Jones

Ashlee has been helping at the Carlisle Library. She let the board know that programming did go down in December due to staffing but it is starting to pick back up. Programming last week had a total of 21 kids and they will be partnering with 4H once again. 4H will have programming at the library once a month. Ashlee also spoke with the Master Gardeners about programming at the library and they are going to work on getting someone there to do that. Kirsten does weekly teen programming and they usually have between 6-10 in attendance for that program. Ashlee also let the board know she has been weeding through some material and has been

getting things back to order. Her plans for the solar eclipse glasses are to give them out to the public from the library.

c. England Report-Nan Palmer

Nan Palmer, England Branch Manager gave a report on the England Library. In England, the people counts are up and Nan went over the stats with the board. They had 52 programs in the fourth quarter with 2,119 in attendance. They had a program from Children's Hospital where a dental hygienist came and spoke with the kids about how to brush their teeth. Their average attendance for Wednesday storytime is between 10-15, and Bingo is always huge. They had a table at the Pecan Festival in Keo. They gave out 50 calendars, 946 solar eclipse glasses and had a drawing where 195 people registered for a prize. They also plan to set up a table in town to give out solar eclipse glasses along with giving them to schools and daycare.

d. Cabot Report-Stacy Barker

Director Stacy Barker went over the Q4 statistics. She told the board that Cabot has 3 boxes of solar eclipse glasses and starting in March if you check out 3 items, or sign up for a library card you will receive solar eclipse glasses. They also plan to have themed storytimes where they will give them out. Kirsten had her 1st volunteer day at the Cabot library. They are trying to help the teens get their mandatory volunteer hours. They had 7 in attendance where the teens enjoyed making the take home kits for storytime. Cabot has started discussing summer reading and they also will have a booth at the Strawberry Fest on May 4th.

e. Director Report-Stacy Barker

2024 Goals (see attached)

Director Stacy Barker went over the Director's Report and 2024 Goals.

She has been going back and forth between Cabot and Lonoke and is also working on updating the website with calendars and programming that the branches offer. The new self checkout machines are doing really well in Cabot, but the reports it runs are different from the reports that we use. Envisionware said they would try to make changes in order to get the reports that we need. She also spoke with the auditors, they said they are running behind and would not be picking up our audit boxes until April.

8. Old Business

a. England Building Update

Schelle Architect is currently working on breaking the project up into phases. They have spoken with the engineers and they should have something for us to review in the next couple of weeks.

9. New Business

a. Board Application Revision-(see attached)

Val Turner reviewed the board application and made some suggestions for a revised application. She suggested keeping questions 1-3, eliminate question 4 and 5, keep question 6, reword question 7 and 8, eliminate question 9, and add the question, What strengths will you bring to the Board of Trustees? She also suggested for them to attach a resume or to tell about their background. Ryan thanked Val for the well thought out questions and suggested changing the wording in question # 3 from opinion to perspective.

A motion was made to revise the BOT application with the questionnaire suggested by BOT Val Turner and rewording question # 3 from opinion to perspective suggested by Ryan Biles. (Stacy Barker will update BOT questionnaire)

Motion: Kay Roberts Second: Val Turner Vote: Unanimous

A motion was made to post the Carlisle BOT position, have the application time period open for two weeks, after the two week period, interview applicants and have a formal recommendation for the board at the next meeting on March 14, 2024.

Motion: Val Turner Second: Kay Roberts Vote: Unanimous

b. Memorandum of Understanding

Director Stacy Barker proposed a Memorandum of Understanding between John McGraw and Lonoke County Libraries. (see attached)

Kay Roberts asked if the agreement should be signed by the board and not the director.

Director Stacy Barker let the board know she used other memorandums as examples and they had the Director listed as the signee. After discussion the board decided to keep the memorandum as presented with Director Stacy Barker as the representative for the Lonoke County Library Board of Trustees.

A motion was made to adopt this agreement of Memorandum of Understanding between John McGraw and Lonoke County Libraries effective January 1st, 2024 with Stacy Barker as the representative.

Motion: Kay Roberts Second: Rusty Eisenhower Vote: Unanimous

c. Combine Carlisle and Lonoke Branch Manager

Director Stacy Barker let the board know Ashlee Jones, the Lonoke Branch Manager, has been helping at the Carlisle Library and doing some of the branch manager duties at that location. She also let the board know that the two part time employees that have there are new and are still not completely trained. Stacy suggested combining the Carlisle and Lonoke Branch manager positions and by doing so we will be able to increase the number of part-time employees at each location. We also need someone at Carlisle who has experience so they are able to train the current part time employees and the new employees that will be hired.

A motion was made to go into Executive Session at 6:17 p.m.

Motion: Val Turner Second: Kay Roberts Vote: Unanimous

A motion was made to come out of the Executive Session at 7:06 p.m.

Motion: Melissa Pay Second: Pepper Wyllia Vote: Unanimous

Action taken during Executive Session:

A proposal to consolidate the Lonoke and Carlisle Branch manager position with the compensation proposed was passed by the board. (see attached)

The branch manager will get a pay increase of \$5000.00 per year.

And to establish a new part-time position at the Carlisle Library and a new part-time position at the Lonoke Library with a salary of \$11,960.00 per year for each part-time position.

d. Dissolve Assistant Director position

Lonoke County Libraries will advertise for the position of Cabot Branch Manager only, not AssistantDirector/Cabot Branch Manager.

10. Public Input: Ashlee Jones stated she looked forward to starting the position at Carlisle.

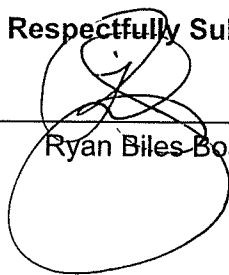
11. Next Meeting: March 14th @ 5:00 p.m. to discuss Carlisle Board Member & Cabot Branch Manager. Hybrid Meeting, Zoom link will be provided.

12. Adjournment:

A motion was made to adjourn the meeting.

Motion: Kay Roberts Second: Val Turner Vote: Unanimous

Respectfully Submitted By:

A handwritten signature in black ink, appearing to be 'Ryan Biles', is written over a horizontal line. The signature is stylized with loops and a large circular flourish at the bottom.

Ryan Biles Board Chair