

Lonoke County Libraries

Board of Trustees Minutes

April 25, 2024 @ 5:00 p.m.

1. Meeting was called to order at 5:02 p.m. by board chairman Ryan Biles.
 - a. Board Members Present: Ryan Biles, Melissa Pay, Pepper Wyllia, Val Turner & Kay Roberts.
 - b. Staff Present: Stacy Barker, Director; Melissa Moody, Director's Assistant; Nan Palmer, England Branch Manager; Ashlee Jones, Lonoke & Carlisle Branch Manager; Temerra Ford, Cataloger.
 - c. Other's Present: Judge Doug Erwin & Jennifer Wilson
2. Swear in new LCL BOT member Jennifer Wilson.

Judge Doug Erwin swore in new Carlisle representative Board of Trustees member Jennifer Wilson and thanked the board for doing such a great job.
3. Approval of the February 8, 2024 LCL BOT meeting minutes.
4. Approval of the March 14, 2024 LCL BOT meeting minutes.

A motion was made to approve the minutes from the February 8, 2024 and the March 14, 2024 meeting minutes.

Motion: Pepper Wyllia

Second: Val Turner

Vote: Unanimous

5. Financial Reports
 - a. Fund 3008-Millage \$1,752,605.55
 - b. Fund 3408-Sales Tax \$560,308.41
6. Branch Reports for Quarter 1 2024.
 - a. Cabot Public Library-Stacy Barker

Cabot has been busy this 1st quarter. Meeting spaces have been used a lot and programming is going great. They have started planning for Summer Reading. The Friends of the Library did a membership drive. They FOL does a book sale every year and they are currently trying to help figure out a way for Cabot students to get volunteer hours.

- b. Carlisle Public Library-Ashlee Jones

Food boxes are still being given out once a month. They are currently working on a summer feeding program for the kids. They are going to be given a donation of \$3000 for the feeding program and Ashlee has a meeting with Tina Hillman next month to work on the details. They currently have Bison Burger on Wheels coming one day this summer and the snow cone truck coming one day also.

Carlisle has a new part-time employee Emily Turner. Beginning the week of May 6th the library should not be closing for lunch. Bison Tales with Brooke is going great. Bingo program averages around 20 patrons. The teen programming is also doing well with Kirsten. Kirsten and Brooke are currently doing outreach with Pre-K and the daycare.

- c. Lonoke Public Library-Ashlee Jones

Lonoke gave out solar eclipse glasses to the whole school district, the chamber, Head Start and Lonoke Reads. Kirsten is doing outreach with the daycares and Head Start. Ashlee is also scheduled with the primary and elementary school where she will give out summer calendars and library card applications. The partnership with Building Bridges and the Master Gardeners is

going well. They currently have a student volunteer from Building Bridges and the Master Gardeners are doing a program on the 2nd Tuesday of every month.

e. England Public Library-Nan Palmer

Numbers are up this 1st quarter and storytime programming is increasing. England gave out 1000 solar eclipse glasses to the high school and 500 to the elementary school. The library had an ice cream party on the day of the eclipse and had around 20 in attendance. The kids are still really excited about Kirsten's programming.

They are currently trying to get ready for Summer Reading along with doing errands and running around for the renovations on the Capps Building.

7. Director's Report-Stacy Barker

a. Cabot is currently looking for a branch manager at this time.

b. Carlisle has a new part-time employee Emily Turner.

i) Emily's Schedule-Currently working M-F 3-5, but will move to 20 hours a week the first week in May.

ii) 90 day probation period

c. Self Checkout Machines at Carlisle, Lonke and England

i) Envisionware will be here the 3rd week in July to set up the Self Checkout machines at Carlisle, Lonoke and England.

ii) Unlike the Cabot Self Checkout, these will not have a credit card machine attached.

d. England Building Update

i) Walk through April 17, 2024

ii) Bid opening April 25, 2024

Today the bid opened at 2:00 p.m. Five different companies came to bid (See attached)

The quotes were for phase 1 which will include fire and security. The floors will be donated and pricing could decrease throughout the process with donations. The next step is to accept the bid. Kay Roberts asked if the bids were item by item. Schelle's team, (the architect) will make sure that everything is bid item by item. Ryan stated the decision to phase was a good one to get this started. Pepper also stated that the sub-contractors used were the same throughout. No construction time was stated.

e. Public Library Survey for 2023

Stats are sent to the Arkansas State Library, those stats are used to figure out the funding.

i) Extended Deadline set for April 26, 2024

ii) The board will receive a copy upon submission.

f. Google Suites

i) Any needed training

Val Turner stated she would like to receive some training.

ii) Communication source

iii) BOT Google Drive

iv) BOT calendar

v) Stacy's calendar shared with BOT

Stacy will set up a BOT calendar that will include agendas.

8. Executive Session

a. Stacy Barker probation evaluation

- b. Stacy Barker permanent hire as Leno County Libraries Director.

A motion was made to go into Executive Session at 5:56 p.m.

Motion: Melissa Pay Second: Jennifer Wilson Vote: Unanimous

A motion was made to come out of the Executive Session at 6:23 p.m.

Motion: Val Turner Second: Pepper Wyllia Vote: Unanimous

9. Action Taken:

- a. Hire Stacy Barker permanently as LCL Director

A motion was made to hire Stacy Barker permanently as Leno County Libraries Director.

Motion: Val Turner Second: Jennifer Wilson Vote: Unanimous

10. Other Business:

There will be a meeting scheduled to look at the bids for the England building after the architects have done their analysis. Stacy will get with the board at a later time to set up the meeting.

11. Public input: N/A

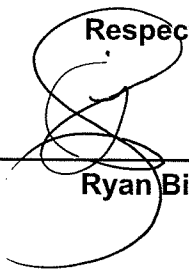
12. Next quarterly meeting will be July 25th 2024 @ 5:00 pm at the Leno Public Library.

13. Adjourn

A motion was made to adjourn the meeting at 6:30 p.m.

Motion: Ryan Biles Second: Kay Roberts Vote: Unanimous

Respectfully Submitted By:



Ryan Biles Board Chairman