

Lonoke County Libraries

Board of Trustees Minutes

April 24, 2025 @ 5:30 p.m.

1. The meeting was called to order at 5:37 p.m. by Ryan Biles.
 - A. Board Members Present: Ryan Biles, Melissa Pay, Jennifer Wilson, Val Turner, Pepper Wyllia, and Kay Roberts.
 - B. Staff Present: Stacy Barker, Director; Melissa Moody, Director's Assistant; Jason Wilson, Network Administrator; Ashlee Jones, Carlisle/Lonoke Branch Manager; Nan Palmer, England Branch Manager; Kirsten Seidel, Children's Director.
2. Approval of the Minutes.

A motion was made to approve the March 27, 2024 minutes.

Motion: Val Turner Second: Melissa Pay Vote: Unanimous

3. Financial Report as of 3/31/2025
 - A. 3008 \$504,682.21
 - B. 3408 \$686,921.95

A request was made for a Financial Orientation meeting. Stacy Barker, Director will set up the meeting to go over Financials in detail for the board members.

4. Statistics (see attached)
 - A. Q3 2024
 - B. Q4 2024
 - C. Q1 2025
5. Branch Reports
 - A. Cabot

Stacy Barker gave the report for Cabot. In January, Cabot started a partnership with Building Bridges. They do a ready to work program every year and they now have 1 volunteer who comes to the Cabot Library. For pramming they did a Dogman release party to tie in with the movie release and a Minecraft movie release party. They also had their third annual Toddler Prom with 88 in attendance.

Stagecoach Elementary is coming tomorrow and The Friends of the Library are doing a book sale this Saturday. Whatever money they raise in the book sale comes back to the library for Summer Reading and the partnership with the Master Gardeners. Programming is going well and they are currently working on Summer Reading.

- B. Carlisle

Ashlee Jones gave the report for Carlisle. In December they hired their 3rd part time employee Denise Kenzel. They have 3 part-time employees at Carlisle. Emily Turner does the toddler Bison Tale storytime and Barbara Moore and Denise Kenzel will be handling the afternoon children's programming, along with Barbara going to GiGi's daycare for outreach. They are currently waiting on donations for the Summer Feeding program where they plan to prepare meals twice a week to feed the kids, along with getting ready for the Summer Reading Program.

C. England

Nan Palmer gave the report for England.

Programming is still going well for England. The Library partnered with the Chamber and did an Easter Egg Hunt and had a big turnout. They are currently working on Summer Reading and have volunteers from 5 different churches to take turns feeding the kids this summer during the months of June and July.

D. Lonoke

Ashlee Jones gave the report for Lonoke. Lonoke hired a part-time employee in August, Kari Montgomery. She is a retired teacher and she has been a great addition to the Lonoke Library. Kari will be doing a toddler storytime on Wednesdays. Ashlee let the board know she will continue to do children's programming along with adults and will take over teen programming from Kirsten. Programming is going well at the Lonoke Library, the Master Gardeners and 4-H also have a monthly program.

Lonoke Library has been chosen by the Chamber to be the member spotlight for the month of May. They will be doing the spotlight donuts and coffee on May 7th in Lonoke at 9:00 a.m. for anyone who would like to attend.

Kirsten has been doing a great job with outreach at the 3 daycares in town and the staff has been a great help with coming up with ideas about Summer Reading.

6. Director's Report

Stacy Barker gave the Director's Report. In January Stacy spent time in Cabot helping the branch manager and cleaning up the Genealogy office.

The new England building Phase 1 was also completed in January.

In February Stacy had back surgery.

She distributed the 2025 Budget Sheets and Cabot hired a new part-time employee.

In March Stacy worked from home and in Cabot. The Cabot branch manager was terminated and the director took over duties.

She was subpoenaed for a patron that was involved in a kidnapping, and attended director's meetings involving new litigations

In April personnel changes were made. Kirsten Seidel was promoted to Cabot Branch Manager and Angela Arnold will be taking over Genealogy along with Adult Services. She will be in the Genealogy office now. She has assisted Lisa and is familiar with the Genealogy services offered.

Kirsten was the Youth Services Manager & Children's Librarian. The new position at Cabot will just be Children's Librarian, no Youth Services Manager. Branch Managers at Carlisle, England and Lonoke will be taking over programming at their libraries. There is an interest internally for the Children's Librarian at Cabot.

Goals for May are to train the new Cabot Branch Manager and training Angela in Genealogy.

When Kirsten is trained as Branch Manager, Stacy will split her time in her office at Lonoke and between the other 3 branches. She also plans on training staff on open time clock.

7. Old Business

A. Approved 2025 Meeting Schedule (see attachment)

B. England Phase 2 Update

Stacy is waiting to hear back from Jerri at Schelle's Architect. Schelle's has received the engineering drawings, the engineers are supposed to send their specs over to Jerri in the next

few days. Once they have them they will send them to Stacy and then Stacy will distribute them to the board. Once the board has given approval they said they should be ready to start the bidding process within about 10 days of those being approved. We may have to call a special meeting once blue prints are ready, and we can also ask that Jerri be at the meeting to answer any questions. Stacy said she was hoping for completion by the end of September.

C. Staff Development Day Recap

Stacy Barker went over new staff policies that were approved in 2023 and has been getting together binders for the staff and board to have with all of the updated policies.

8. New Business

A. New Projector/Media System at Cabot

Jason Wilson, Network Administrator told the board that the current Projector/Media System purchased in 2014 at Cabot no longer works. Bids went out last fall for a New Projector/Media System and in January bids were gathered. There were 3 bids. (see attached)

A motion was made to accept the lowest bid of \$8,982.93 from Curtis Stout.

Motion: Val Turner Second: Melissa Pay Vote: Unanimous

B. Remove Kathleen Ashmore from Marjorie Walker McCrary Memorial Library Bank Account #2000458, at First State Bank, and add Stacy Barker to the account.

A motion was made to remove Kathleen Ashmore from Marjorie Walker McCrary Memorial Library bank account # 2000458 at First State Bank and add Stacy Barker to the account.

Motion: Melissa Pay Second: Val Turner Vote: Unanimous

C. Remove Kathleen Ashmore from William F Foster Library bank account, # 561279, at Bank of England, and add Stacy Barker.

A motion was made to remove Kathleen Ashmore from William F Foster Library bank account # 561279 at Bank of England and add Stacy Barker.

Motion: Melissa Pay Second: Val Turner Vote: Unanimous

9. Other Discussion

Val Turner requested to receive updates on any new legislation regarding libraries and for the board to receive updated policies.

Val Turner requested for Library Director Stacy Barker to create a plan of responsibilities when absent.

10. Public Input

N/A

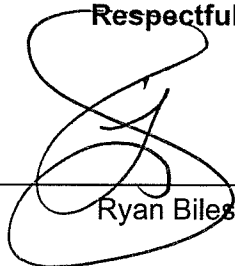
11. Next Meeting: May 22nd @ 5:30 p.m. at the Lonoke Library.

12. Adjournment

A motion was made to adjourn the meeting at 7:13 p.m.

Motion: Jennifer Wilson Second: Val Turner Vote: Unanimous

Respectfully submitted by:



Ryan Biles Board Chairman