

Lonoke County Libraries
Board of Trustees Minutes
August 22, 2024 @ 5:00 p.m.

1. Meeting was called to order at 5:18 p.m. by board chairman Ryan Biles.
 - a. Board Members Present: Ryan Biles, Melissa Pay, Pepper Wyllia, Val Turner, Kay Roberts, and Jennifer Wilson.
 - b. Staff Present: Stacy Barker, Director; Melissa Moody, Director's Assistant and Jake Welch, Cabot Branch Manager.
2. Approval of the minutes:
 - a. April 25, 2024 minutes
 - b. May 20, 2024 minutes

A motion was made to approve the minutes from the April 25, 2024 meeting.

Motion: Val Turner Second: Kay Roberts Vote: Unanimous

A motion was made to approve the minutes from the May 20, 2024 meeting.

Motion: Pepper Wyllia Second: Jennifer Wilson Vote: Unanimous

3. Financial Report
 - a. 3008 millage fund-\$1,103,395.12
 - b. 3408 sales tax fund-\$590,650.12

A motion was made to accept the financial report as presented.

Motion: Kay Roberts Second: Melissa Pay Vote: Unanimous
4. Quarter 2 Stats and Reconciliations
 - a. LCL Q2 Stats
 - b. Cabot's Reconciliations
 - c. Carlisle's Reconciliations
 - d. England's Reconciliations
 - e. Lonoke's Reconciliations

5. Introduce Jake Welch-Cabot Branch Manager

Stacy Barker, Director introduced the board to the new Cabot Branch Manager, Jake Welch. Jake started in mid June during the middle of Summer Reading. Jake gave some of his background in previous jobs and places he has lived. The board thanked Jake and welcomed him to the team.

6. Branch Reports
 - a. Cabot-Stacy Barker
 - b. England-Nan Palmer
 - c. Lonoke/Carlisle-Ashlee Jones

- a. Cabot

Stacy Barker gave the Cabot report.

Cabot had 841 total sign ups for Summer Reading. They had 21 partnerships in the community participating also. Events coming up are a book sale in September held by the Friends of the Library and CabotFest in October. Voting is also coming up and the Cabot Public Library will once again be a voting site. The FOL has also purchased a button maker and has approved a purchase of a special printer to make t-shirts. The President of the FOL plans to teach classes to the staff on how to use it. Stacy let the board know that programming is still going really well.

b. England-Nan Palmer

Stacy Barker gave the England report.

Bingo is going great. Kirsten has been doing programming in England that is still going well. England is getting ready for their Community Trunk or Treat in October.

c. Lonoke/Carlisle-Ashlee Jones

Stacy Barker gave the report for Lonoke and Carlisle.

Lonoke had 42 participants sign up for the Summer Reading Program. Lonoke started something new this year during summer, Snack Sack Fridays, it was a hit and seemed to be something much needed for kids in the community. Programming for adults is going great with an average of 16 attendees each time. Teen volunteer night is also going well. Kirsten is doing outreach for 3 different daycares and averages about 80 kids a week. Lonoke gave away 40 free bags of school supplies. Lonoke's summer part-time employee, Amanda Platt was amazing but she is a school teacher so she is now back at school. They have since hired a new part time retired teacher, Kari Montgomery who started last week and seems to fit in great!

Carlisle had 30 participants sign up for the Summer Reading Program. Carlisle gave away free lunches to children every Monday and Friday with a total of 344 lunches. Carlisle had a total of 280 food boxes given out to the community, and a total of 40 bags of school supplies given to kids who needed them. Bingo is still going well with an average of 20 in attendance. Kirsten is amazing and does the tween programming on Tuesday afternoons and has also done teen volunteer day in Carlisle with 7 participants. All 3 staff members are doing great and have taken on some programming and outreach and are working well together.

7. Director's Report-(see attachment)

Stacy Barker, Director gave her report.

Activity May 2024-July 2024

I. Incidents/Complaints

A. Cabot Public Library-1 Complaint/Concern (see attachment)

There was a complaint in Cabot about the collection, the director emailed the patron back with procedures for the complaints but has not heard from the patron since the email was sent. (see attachment)

B. Carlisle Public Library-0

C. England Public Library-0

D. Lonoke Public Library-0

II. Personnel

A. Terminated 1 staff member at Carlisle.

B. Retraining 1 staff member at Cabot.

C. 1 staff member Barbara Moore transferred from Cabot to Carlisle.

D. 3 New hires at Cabot.

E. 1 New hire at Lonoke.

New self checkouts have been installed in Lonoke, Carlisle and England. Most of the workload has been training the new Cabot Branch Manager Jake Welch. Stacy stated she has started the planning process for a new Strategic Plan. She is working with the City of Cabot to repair AC leaks, has been planning for Staff Development Day, assisting Cabot's Friends of the Library with policies, researching the 2024 budget and preparing for the 2025 budget, researching a

better way to keep the website updated, continuing catalog clean up, and working on the England building project.

8. Staff Development Day September 19th-Close all branches for the day.

A motion was made to endorse the Staff Development Day and close all the branches on September 19, 2024.

Motion: Kay Roberts Second: Val Turner Vote: Unanimous

9. England Building update-(see attachments) Written reports given by Schelle Architect, PLLC

a. Field Report 1

They started on Monday June 24th with demolition, laying ceiling, and flooring. They were building new walls and one column for support. Electrician was installing conduit and new receptacles.

b. Field Report 2

Reviewed and approved Connell pay request. They have cut the slab for plumbing. The water line has been installed. Electrician is installing conduit and receptacles. Some new wood stud walls have been built.

c. Field Report 3

Exterior windows and storefront system are installed (no front door yet). Plumbing and electrical has progressed. Discussed the location of the window wall between Genealogy and office.

d. A Change Order was submitted so that we would be compliant for Erate, because of our contract with White River when Erate was filed.

e. Pay Request #1- payment was submitted in the amount of \$57,738.15 to Connell Construction for compliant work completed.

f. Received 2nd portion of insurance claim- The Hartford Catastrophe Claim Office sent the second portion of the insurance money in the amount of \$12,321.50 for the England Building from the January 2023 claim.

10. Board member seat-Rusty Eisenhower

Stacy Barker will contact Rusty Eisenhower to see if he is still interested in leaving the board after the summer of 2024 and proceed with moving forward with finding a new board member.

11. Remove Melissa Moody from Carlisle bank accounts Cadence Bank #6400231798 and Bank of England account #0321655 and add Ashlee Jones and Stacy Barker to both accounts.

A motion was made to remove Melissa Moody from both of the Carlisle banking accounts, Cadence Bank Account #6400231798, and Bank of England Account #0321655 and add Ashlee Jones and Stacy Barker to Cadence Bank account #6400231798 and Bank of England Account #0321655.

Motion: Melissa Pay Second: Kay Roberts Vote: Unanimous

12. Remove Kathleen Ashmore from the Centennial Bank/ Lonoke County Library System Genealogy Checking Account #0502984034 and add Stacy Barker.

A motion was made to Remove Kathleen Ashmore from the Centennial Bank/ Lonoke County Library System Genealogy Checking Account #0502984034 and add Stacy Barker.

Motion: Val Turner Second: Pepper Wyllia Vote: Unanimous

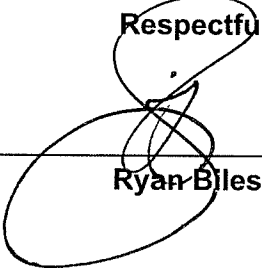
13. Public Input-N/A

14. Establish monthly meetings date/time for the construction progress on the England Building Project. (Stacy will get back with everyone on that information).
15. Next quarterly meeting October 24th @ 5:00 p.m.
16. Adjournment

A motion was made to adjourn the meeting at 6:33 p.m.

Motion: Val Turner Second: Jennifer Wilson Vote: Unanimous

Respectfully submitted by:



Ryan Biles Board Chairman