

Lonoke County Libraries

Board of Trustees Minutes

July 31, 2025 @ 5:30 p.m.

Lonoke Library

1. The meeting was called to order at 5:30 p.m. by Ryan Biles
 - A. Board Members Present: Ryan Biles, Pepper Wyllia, Val Turner, Melissa Pay, Jennifer Wilson and Kay Roberts.

- B. Staff Present: Stacy Barker, Director; Melissa Moody, Director's Assistant; Kirsten Seidel, Cabot Branch Manager and Ashlee Jones, Lonoke/Carlisle Branch Manager.

2. Approval of minutes: June 16, 2025

A motion was made to approve the minutes from the June 16, 2025 meeting.

Motion: Val Turner Second: Melissa Pay Vote: Unanimous

3. Financial Report

- A. Fund 3008- \$673,236.56

- B. Fund 3408- \$718,684.44

4. Branch Reports

- A. Cabot-Branch Manager Kirsten Seidel gave report (see attached)

Kirsten informed the board that this year, they did one digital sign up form for everyone and that it seemed to work better than dividing the forms into age categories. Angela, Angie and Jordan did a great job working together for the Summer Reading Programs, along with the circulation team.

Cabot was down 2 employees for the months of May & June.

Stacy, Jessica, Angela and Kirsten discussed what they were needing at Cabot to replace the two positions. There were 55 applicants and they hired a full time Children's Assistant and a Part time clerk.

The annual back to school bash will be next Friday from 11-1:00.

- B. Carlisle-Branch Manager Ashlee Jones gave the report

Carlisle is doing good. They just hired two new part time clerks in Carlisle. Barb Moore is transferring to the Lonoke location.

There was \$2000.00 dollars donated to the library for lunches. During the month of June they gave out 115 lunches and in July 160 lunches. They are having a back to school bash this coming Monday from 10-noon. They will be giving out 50 back packs with school supplies.

In September the Master Gardeners are going to start programming at the library. Bison Tales, Adult Bingo and Outreach are still going great.

- C. England-Stacy Barker gave the report

For Quarter 2 there were 44 programs and 1,247 in attendance.

Programs included Baby Book Worms, Pokemon, Bingo, Escape Room, Video Game

Tournament, Board Games and Coloring. They gave out 275 sack lunches during the month of June and had 71 in attendance for the end of the Summer Reading Party.

They have been short staffed with only 2 employees this past summer and are looking forward to getting part time help.

D. Lonoke-Branch Manager Ashlee Jones gave the report
Lonoke had Snack Sack Fridays during the months of June and July, they would average 20-30 snack sacks every Friday. St. Johns Youth department donated snacks to help with this program along with back to school supplies.

Lonoke will be doing a Back to School Bash this Friday. They will be handing out 50 bags with school supplies.

They have had success with teen volunteers to help read to the kids and do a craft during storytime. Pre-k programming has been down some during this quarter but hoping to get it back up for the next quarter.

5. Director's Report-Director Stacy Barker gave the report (see attachment)
Stacy Barker went over **incidents, personnel, workload and current projects.**

A. Incidents.

Cabot had 3 incidents

a. Weapon on premisses

This patron has been spoken with 3 times and keeps forgetting to take off the weapon. If it occurs again the patron will be banned.

b. Unattended Child

A child went behind the front desk, and the parent did not like that the child was asked not to come behind the front desk.

c. Campaigning in the library

The library is a voting center and there can be no campaigning on its premises.

England had one complaint

a. A banned patron would like to return to the library. The patron was told he would have to reach out to the director for permission to have the banned removed but has yet to do so.

B. Personnel

a. Hired Children's Librarian Assistant at Cabot and a Part-time clerk at Cabot.

b. Hired two Part-time clerks at Carlisle.

c. Posted a Part-time position at England.

d. England Clerk started FMLA on 7.10.25

e. Cataloger moved from Cabot to Lonoke

C. Workload- see attachment

Stacy let the board know that most of her workload has been training the new Cabot Branch Manager.

D. Current Projects-see attachment

6. Old Business

A. England Update

Brody Construction is to start with Phase II on August 4th. Right now they are using old keys, they will rekey the building once the work is complete.

B. Remote Work Policy

A motion was made to go into Executive Session at 6:29 p.m.

Motion: Melissa Pay Second: Jennifer Wilson Vote: Unanimous

A motion was made to come out of the Executive Session at 7:00 p.m.

Motion: Val Turner Second: Jennifer Wilson Vote: Unanimous

No action was taken

Stacy Barker had printed off information from other libraries about work from home and remote work policies. Ryan Biles suggested defining remote work and working from home. And defining what our policy will be regarding that and having policy recommendations by the end of the quarter or by the next meeting. Val Turner stated that she feels library work should be done at the library and that the job is to work with the public and the different libraries on location and was ready to proceed with making that a policy.

Val Turner made a motion to create a policy that supports work of library personnel that shall be done on library site.

Val Turner rescinded the motion.

Val Turner made a motion to create a policy to prohibit work from home.

Val Turner rescinded the motion.

Val Turner made a motion to align our policy with the Leno County policy that there is no work from home.

Pepper Wyllia Seconded

Val Turner rescinded the motion.

Jennifer Wilson asked if the director was paid salary or hourly, (hourly).

Jennifer Wilson asked if we had insurance on employees who travel (yes).

Jennifer Wilson asked if employees were paid mileage for traveling. (yes).

Melissa Pay asked for Kirsten and Stacy Barker to document how often they get after hour phone calls.

The board will accumulate more information and table Remote Work and or Work from Home Policy.

C. Responsibility for Library Operations- (see attachment)

Stacy Barker drafted a (Responsibility for Library Operations) in order to define the line of responsibility in the absence of the library director.

Stacy Barker went over the draft with the board. The board discussed that the absence of an Assistant Director creates a question mark as to who takes over when the director is not present.

A motion was made to table the Responsibility of Library Operations when the Director is not present.

Motion: Melissa Pay Second: Jennifer Wilson Vote: Unanimous

D. MOU for Consultant-Memorandum of Understanding John McGraw and Leno County Libraries. (see attachment)

The board read over the memorandum of understanding. The board asked if the consultant was still getting paid (yes). The board asked Stacy if she had a regular time of how often she spoke with the consultant and suggested that she keep a log of contact that she had with the

consultant. Stacy Barker stated that she has not yet started working on her MLS but that she would be starting this fall and should have it completed in 4 years (2029).

7. New Business

A. Inventory-

Stacy Barker let the board know that the Inventory team would be doing inventory on the weekends so that the wifi is freed up and they do not interrupt patrons. They plan to begin on December 6th.

8. Executive Session

A. Personnel Discussion

A motion was made to go into Executive Session at 7:49 p.m.

Motion: Melissa Pay Second: Jennifer Wilson Vote: Unanimous

A motion was made to come out of the Executive Session at 7:56 p.m.

Motion: Val Turner Second: Melissa Pay Vote: Unanimous

No action was taken.

9. Public Input-N/A

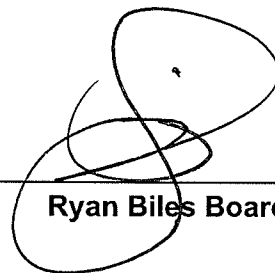
10. Next meeting date: September 25, 2025 Budget Meeting

11. Adjournment

A motion was made to adjourn the meeting at 7:59 p.m.

Motion: Melissa Pay Second: Jennifer Wilson Vote: Unanimous

Respectfully Submitted By:

A handwritten signature in black ink, consisting of several overlapping loops, is written over a horizontal line.

Ryan Biles Board Chairman