Lonoke County Libraries
Board of Trustees Minutes
June 16, 2025 @ 5:00 p.m. Zoom Meeting

1. The meeting was called to order at 5:10 p.m. by Val Turner.
    a. Board Members Present: Vat Turner, Melissa Pay, Jennifer Wilson and Pepper Wyllia.
    b. Staff Present: Stacy Barker, Director & Melissa Moody, Director's Assistant
    c. Others Present: Bob Schelle and Jerri Ott from Schelle Architect.
2. Approval of minutes: May 22, 2025

A motion was made to approve the minutes from the May 22, 2025 meeting.

Motion: Pepper Wyllia Second: Jennifer Wilson Vote: Unanimous

Recording started after the approval of the May 22, 2025 minutes.

3. New Business
    a. England Phase 2 Bids (see attached)

Stacy Barker let the board know, there was a big turnout for bids. We had 10 different general contractor bids, the lowest bid was from BRC Brody Richardson Construction in the amount of $310, 200.00

b. Discussion

Jerri Ott told the board Brody Richardson Construction is not a company they have worked with before. They are from Sheridan, Arkansas and the subs are from the Sheridan, White Hall area. They did send over their project history information and Bob spoke at length with another architect who has worked with them and they indicated that they were a good contractor. Brody Construction does have the lowest bid from everyone else. There were a lot of bids and they were pretty tight. Jerri felt like we got some really good competitive bids. Brody Richards let Schelle Architect know that they have worked with the subs over multiple projects through the years and have full confidence in their ability to execute the job. Jerri did get online to do some basic online research and saw no red flags and that they were compliant with the procurement laws with the state of Arkansas for public jobs. Their recommendation is to move forward with the contracts.

c. Approval of a bid

A motion was made to accept the lowest bid by Brody Richardson Construction in the amount of $310,220.00 for the England Phase 2 Project.

Motion: Pepper Wyllia Second: Jennifer Wilson Vote: Unanimous

Next step will be to do a notice of award to the contractor indicating the library is going to enter into a contract with them. Schelle's office will put together contracts for signatures and will schedule a pre-construction meeting at the job site with Brody Richardson Construction, Stacy, Nan and whomever else would like to attend. They will also request that they bring their subcontractors so they can meet them. They did give them 6 months to complete the job. Once we have the project started we will ask the contractors about pricing for additional projects such as a sidewalk connecting the building to the school sidewalk.

4. Personnel Policy Discussion

Pepper addressed the board with concern about not having found a policy for working remotely and would like to have a motion that shows intent for having a Remote Work Policy in place.

Two suggestions given by Pepper Wyllia were:

1. Working remotely must be preapproved by the board.
2. Discontinue working remotely until we have that policy.

Stacy said she would reach out to other libraries to see what their policy is on remote working and to see what their policy states. She also let the board know we have never written a policy about working from home. Stacy agreed that we needed a policy for working remotely, as of now, she stated it was something we did but is not written on paper.

Pepper said she would like for everyone to do some homework for the July meeting and see what policies are out there and see what bits and pieces they think belong in our policy and by the end of the summer to have a policy written in place.

Val asked Stacy what the procedure is now. Stacy stated her employees have requested doing CE Credits from home when they work from a public computer area, and the children's librarian does decorating from home, and when the internet is down, they may request to work from home. But the employee has to have permission and a reason to work from home.

Val asked Stacy what her procedure was when she worked from home. Stacy let the board know she has never had to ask for permission to work from home but that she could and that it made sense to have that accountability and she would do whatever the board would like for her to do.

Melissa Pay asked Stacy about her noting her schedule on her google calendar and wanted to know who all could see the calendar. Stacy let the board know that the board members, her assistant and branch managers had access to that calendar. Stacy said she was getting Val and Kay's google password reset. Jason is working on that and once he has that finished she will email that information to them, along with instructions so they will be able to log on fresh, reset their password and have access to the google information.

Jennifer asked about a procedure for Stacy when calling in sick and asking for permission to stay home from a board member and getting a response in a timely manner. The board agreed and Pepper stated we also need clarification on what is a sick day and what is a work from home day. She stated we needed a motion of intent for creating this policy, bringing information to the July meeting and then to have a policy written for discussion or approval for the August meeting.

A motion of intent was made to have a policy by August for remote work.

Motion: Jennifer Wilson Second: Melissa Pay Vote: Unanimous

Val stated the first steps are for everyone to do research and have a criteria of what we would like to discuss in July and a draft policy for August. Pepper even suggested a subcommittee to work on this policy after the July meeting and the subcommittee having something to present in August.

Val asked about the previous training the board had and requested because we have so many new board members receiving the training again. Stacy said she would contact the Arkansas State Library to schedule a training session for the board and would have that information for the next meeting.

5. Public Input-N/A
6. Next meeting: July 24, 2025 @ 5:30 pm (Q2 Meeting)

7. Adjournment

A motion was made to adjourn the meeting at 5:42 p.m.

Motion: Jennifer Wilson Second: Melissa Pay Vote: Unanimous

Respectfully Submitted By:

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Ryan Biles Board Chairman