

Lonoke County Libraries
Board of Trustees Minutes
November 13, 2025 @ 5:30 pm
Lonoke Library

1. The meeting was called to order at 5:34 pm by Val Turner.
 - A. Board Members Present: Pepper Wyllia, Val Turner, Melissa Pay and Jennifer Wilson.
 - B. Staff Present: Stacy Barker, Director; Melissa Moody, Director's Assistant; Nan Palmer, England Branch Manager; Jason Wilson, Network Administrator; Kirsten Seidel, Cabot Branch Manager; Ashlee Jones, Carlisle/Lonoke Branch Manager.
 - C. Staff Present by Zoom: Jessica Tucker, Cabot Circulation Manager.
2. Approval of minutes: October 20, 2025.

A motion was made to approve the October 20, 2025 meeting minutes.

Motion: Melissa Pay Second: Jennifer Wilson Vote: Unanimous
3. Financial Report-Stacy Barker
 1. 3008: \$572,129.00
 2. 3408: \$729,185.00
4. Branch Reports Quarter 3 2025
 1. Cabot-Kirsten Seidel, Cabot Branch Manager gave the report. (see attached)
Cabot's FOL broke a record with their fall book sale- they made \$2,685.80 in one day. Cabot library had a booth at Cabotfest and was able to interact with over 500 people throughout the day. Cabot also had its 10th anniversary at the 909 W.. Main Street location, there were over 250 patrons who attended throughout the day. Programming has been going very well, which has included a pre-k and teens outreach. In November they are planning a Dinovember Tea Party with T-Rex and in December a Holiday Open House. Kirsten also let the board know how awesome the staff is, and how well they are working together as a team.
 2. Carlisle-Ashlee Jones, Carlisle Branch Manager gave the report. (see attached)
In July the Carlisle library had a program in which they fed the kids twice a week, they also gave out food boxes to 490 families during the summer months. In August, Carlisle hired two new part-time employees, Jana Tarter and Marsha Ball. Carlisle currently has 3 part-time employees. Ashlee said all 3 work very well together and have taken on programming. In September, they were able to take library card applications to the elementary school and had about 100 kids sign up for library cards. Carlisle is still partnering with the Lonoke County 4H and the Master Gardners and for Halloween the library participated in the community Trunk or Treat.
 3. Lonoke-Ashlee Jones, Lonoke Branch Manager gave the report. (see attached)
In July the Lonoke branch gave out snack sacks each Friday. For storytime they had teen volunteers come on Wednesdays to read to the kids, which the kids and teens both enjoyed. Lonoke also did a back to school drive and St. John's Baptist Church donated school supplies and the library was able to help 64 families in the community. In September the library partnered with the primary and elementary school and were able to get 315 kids signed up for a library card.
 4. England-Nan Palmer, England Branch Manager gave the report.

The England library partnered with the local churches during the summer months to do lunches for the kids. They averaged around 15 kids per day. They gave out sack lunches and Julie's Creations donated cookies to go with the sack lunches. In September, the library had a booth at the Tractor Show in Scott and gave out sacks to the kids. In October the library participated in Trunk or Treat with the help of a volunteer. The library's weekly programs including Storytime, Juniors programming and Bingo have been doing very well, and Santa will be coming to the library in December. The England library's FOL has started.

5. Director's report-Stacy Barker, gave the report. (see attached)

The 2026 budget has been completed and was approved by the Quorum Court. Stacy let the board know she met with the auditor and closed out the 2023 audit and is currently preparing for the 2024 audit. She has attended the Arkansas State Library Board Meeting, TLCU Conference, and six City Council Meetings. She is currently working on New Policy Books, Financial training for the managers, 2026 Salary Authorizations, Strategic Plan, Website and 2025 evaluations.

6. Old Business

1. England Project Update-

The England Project is going well, everything for E-rate is finished. The walls are up and painting has started. The building is projected to be completed by the end of January and they have been looking at furniture. Harp's has donated \$1,500 for the new kitchen.

7. New Business

1. Insurance Renewal-(see attached)

The only company that would cover us because of the vacant building was the same company that we used last year, Berkeley Southwest. After the bill of \$26,763.00 was submitted, a new price was adjusted to \$25,168.00. We also have a renewal for our wind and hail insurance with Buffalo Agency in the amount of \$2,265.12.

A motion was made to approve the insurance renewals for Berkley Southwest in the amount of \$25,168.00 and Buffalo Insurance Agency in the amount of \$2,265.12.

Motion: Jennifer Wilson Second: Pepper Wyllia Vote: Unanimous

2. Server Bids-Jason Wilson-(see attached)

Jason received three bids on new servers, these are the main servers that are for the whole system but are housed in Cabot. Jason worked hard to get the bids to be apples to apples, the only difference may be manufacturers but the bids are all comparable. The three companies who submitted a bid were: Complete Computing Inc. (\$23,883.20), ProMas LLC (\$27,115.00), and White River Service & Solutions (\$33,374.90). We have worked with all three companies in the past and all three companies have done a great job for us.

A motion was made to go with the lowest bid from Complete Computing, Inc. in the amount of \$23,883.20.

Motion: Pepper Wyllia Second: Melissa Pay Vote: Unanimous

3. 2023 Audit-Stacy Barker

Stacy let the board know the 2023 audit was completed. The libraries did well, we passed. There were 3 minor things, nothing reported, just a few things to go over.

4. Board of Directors-Val Turner

Val reminded the board that we have 1 vacancy (Austin area) and would like to post for the position and set a deadline. After the two week application process she would like to organize

interviews. Val will also speak with Kay Roberts about her position in Ward. Stacy Barker, Director will post an ad for two weeks, November 17, 2025 through December 1, 2025 advertising on the website, Facebook and in Cabot.

5. Remote Work Policy-Pepper Wyllia (see attached)

Pepper presented suggestions for a Remote Work Policy .Pepper stated she would like to have a policy in place. Stacy Barker will start a working document for the board members to work on as a thread so that the board can get all their ideas of what they would like for the policy to be.

8. Public Input-N/A

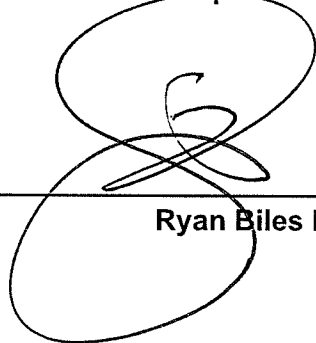
9. Next Meeting- via Zoom, December 11, 2025. The board would like to have training topics on the Agenda for the December meeting.

10. Adjournment

A motion was made to adjourn the meeting at 7:10 pm.

Motion: Melissa Pay Second: Jennifer Wilson Vote: Unanimous

Respectfully Submitted By:



Ryan Biles Board Chairman