



January 12, 2021 Regular Board Meeting

Minutes

The Pine Bluff/Jefferson Co. Library Board of Trustees met Tuesday, January 12, 2021 at 5:15 pm at the Main Library Board Room.

Present: Tom Owens, Glenda Daniels, Alisa Smith, Chandra Griffin, Arvalon Harleston in person. Larissa Davis, Ethel Cogshell and Nancy Oudin via conference call.

Also present were, Ricky Williams, Jeannie West, and by phone, Bobbie Morgan.

The meeting was officially called to order by Mr. Owens, Chairman of the Board of Trustees at 5:16 pm.

The agenda was brought before the Board for approval. Ms. Daniels asked Ms. Morgan if she prepared the agenda while she was on vacation. Ms. Morgan replied yes. Mr. Owens clarified the question of the agenda to everyone. He noted the question was, "How was the agenda prepared?" He asked if there were any additional questions or discussion. Ms. Daniels again asked Ms. Morgan how was the agenda prepared for the Board and how was this information provided to her, where did it come from? Ms. Morgan explained that in the Board Bylaws, Article 5 Section 4, there is a format that she follows when compiling the agenda in the order and way things should be presented.

Mr. Owens noted that this was his first time to read Article 5 Section 4 of the by-laws, and before the next Board meeting, the agenda needs to be circulated to all members before the meeting.

A motion to approve the agenda for this meeting was made by Ms. Davis and seconded by Ms. Oudin. The motion was objected to by Ms. Daniels because of the way the agenda was compiled.

Mr. Owens asked for a roll call for approval of the agenda. Approval of the agenda did not pass.

A motion was made by Ms. Daniels to amend the agenda as presented and seconded by Ms. Cogshell. Motion carried.

Changes to the agenda included: The Financial Reports stayed the same. The director's report will include the Business Office Administrative Assistant and will become item 5a as part of the Director's Report. Accessible Sensors and Buttons – Motion would be removed from Unfinished Business and become item b under the Director's Report. Assistant Director's Report would remain the same. Unfinished Business would remain the same for Bank signature cards and Search Committee Report. Under Unfinished Business, Accessible Sensors and buttons – motion needed is to be tabled. Number 8 will be blank as the Business Office Administrative Assistant is being moved under the Director's Report as line-item 5a. Under New Business Directors Employment was added.

With the changes to the agenda, a motion was made by Ms. Daniel to approve the revised agenda and was seconded by Ms. Harleston. The motion carried unanimously.

Number 3, Approval of Minutes and Reports was the next item on the agenda.

Line-item a, Approval of The December 10th Minutes was brought before the Board for approval. Ms. Daniels made a motion to approve the Minutes as written and Ms. Griffin seconded the motion. The motion carried unanimously.

Line-item b, Approval of the December 17 Special Meeting Minutes was brought before the Board for approval. Ms. Daniels made a motion to approve the minutes as written and seconded by Ms. Griffin. Motion carried unanimously.

Number 4, Financial Report – December 2020 was brought before the Board for approval. Jeannie West presented the financial report. Motion was made to accept the Financial Report by Ms. Oudin and seconded by Ms. Davis. The motion carried unanimously.

Number 5, Director's Report – January 2021 was presented by Bobbie Morgan. Her report consisted of the need to hire a business office administrative assistant, discussion of staff who had contracted COVID-19 and heightened precautions implemented, changes in maintenance worker's hours, duties, and move to full-time staff. She informed the Board that there were water draining issues on the sidewalks coming from the parking lot which has been worked on. She reported that all locations are now open. A new circulation clerk was hired at Altheimer. She noted her concern about the noise issue which has been ongoing at the main library. She stated that the construction company is considering a drop ceiling in the center part of the children's area to alleviate this problem. She mentioned that teaching kitchen supplies will be purchased soon so people will be able to use this area. She informed the Board that a new collection donated by Mary Ross Taylor of community cookbooks had been placed in the teaching kitchen.

She reported on accessible sensors and buttons for handicap access, cost, and the necessity. She noted that she had placed this item under unfinished business so the Board could have made a motion to go forward or not since it is a Board decision to make. Mr. Owens requested that the quotes for the installation costs be sent to him and other Board members for review before a decision is made. He asked that this item be placed on the next meeting agenda under unfinished business. There were additional questions and discussion as to why these sensors and buttons for handicap access were not installed originally.

There was also discussion of why the hiring of a Business Office Administrative Assistant was not included in the budget for the year as presented in December 2020. The Board requested a more transparent reporting of the budget to include line items for each item. A decision on this was tabled until the next Board meeting. Ms. Griffin made a motion to table this item until the next meeting and seconded by Ms. Daniels. Motion carried unanimously.

Number 6, Assistant Director's Report – January 2021 was presented by Mr. Williams. He reported to the Board that the RFID Gate Project was completed. The storage shed, which was budgeted at \$30,000, was completed under budget.

Studio Guidelines and Rules were presented to the Board and a copy was passed out to members. One important aspect of security is each user will have a photo attached to their library account for identification if there should be an issue. There was a discussion on the soundproofing of the studio on the first floor. He reported the studios are not ready for use yet because of the issue. Mr. Williams was asked to do some investigation and follow up on this sound issue with the Board. He noted that he will be looking at both studios because the one on the second floor is near the computer lab.

Mr. Williams reported on the Construction Punch List Update. He reported that this list had been 16 pages and has been reduced to two pages. He reported that additional items have come up and are being taken care of which included a piece of the building cover that had broken off and a leak in the ceiling of the Genealogy Department.

Number 7, Unfinished Business – item a, Bank Signature Cards, was discussed by Ms. West. She reported there is a need for the Bank Signature Cards to be updated. A motion was made by Mr. Owens to have himself and Ms. Daniels added to the signature cards along with the current signees of Ms. Oudin, Ms. Morgan, Ms. West and Mr. Williams. Motion was seconded by Ms. Daniels. Motion carried.

Number 8, New Business- Ms. Daniels questioned Ms. Morgan if she was returning to work. Ms. Morgan stated that she will return to work on January 19th and the date of retirement will be April 2nd. She was asked what time she comes to work and leaves. She noted that she comes to work between 8:00 and 8:30 a.m. and leaves from 4:30 to 6:00 or 7:00 p.m.

Public comments were heard by Judge Robinson and Councilwoman Alexander/Robinson.

The meeting was adjourned.

Next meeting – Tuesday, February 9, 2021