



June 15, 2021
Library Board Meeting Minutes

Board Members Present: Tom Owens, Glenda Daniels, Nancy Oudin, Alisa Smith, and Larissa Davis present. Ethel Cogshell on conference call.

Others Present: Ricky Williams, Mary Carson, Mayor Shirley Washington present. Jeannie West on conference Call

Call to Order: Meeting was called to order by Chairman Tom Owens at 5:30 p.m.

Adoption of Agenda: Glenda Daniels moved to adopt the agenda; Nancy Oudin seconded. Motion approved.

Approval of Minutes: Ethel Cogshell moved to approve the April 13, 2021 Board Meeting Minutes as written; Larissa Davis seconded. Motion approved.

Financial Reports: Financial Report for January-May 2021 given by Jeannie West.

- Jeannie stated we have spent 42.4% of the entire budget and we were set to be at 42% for the year. In the packet there are notations 1-11 that she has provided for further explanation. Mrs. Cogshell asked about any possible concerns regarding the rest of the year. The only unforeseen concerns brought forward by Jeannie West was the budgeting of the electric bill since the building has not been occupied for a year and adjustments are still being made to help control the cost. Chairman Owens inquired about the adjustments with Director Williams to which the provided explanation was that the air handlers are made to put out air at fifty-five-degree air year round, the VAV system adds heat to that air to attain the preferred temperature. So keeping the temperature as cool as possible will keep the cost lower. Chairman Owens also asked if there was a way to shut off areas not in continual use like the boardroom from the system. Director Williams thought that was probably possible but would need to research that further.
- Glenda Daniels questioned what line item 5329- Misc Expense-Other included. Jeannie West stated this was bank fees (service fees from 4 credit cards plus bank charges), and trash cans.
- Nancy Oudin asked about line item 4100 Taxes from the County. Jeannie responded that 80,848.20 has been paid into the 650,000.00 and the majority is paid in November.

Nancy Oudin moved to approve the financial reports, Larissa Davis seconded. Motion approved.

June 15, 2021
Library Board Meeting Minutes

Directors Report: Given by Ricky Williams

- Mr. Williams highlighted the purchase of two vehicles and a trailer in which the board had allowed the Money Market funds of \$63,000 for two vehicles and \$1,000 for a trailer. He was able to get the Toyota Hybrid and Dodge Ram Truck for just over \$53,000. This leaves approximately \$48,000 in the Money Market account. He would like to utilize up to \$30,000 on various projects at all the branch libraries. He will work on a proposal for the expenditure to be voted on next month.
- The hours for the Altheimer Library have been changed for better consistency. Monday - Thursday 11:00 a.m. - 6:00 p.m., Friday 11:00 a.m. - 4:30 p.m., and Saturday 9:00 a.m. - 2:00. Their number of visitors have been increasing. Programming attendance also has been increasing at all branches. Some Programming Funds were also reallocated to the branches so they could use it if they wanted to have a specific type of event at their branch.
- Amanda Copley, Marketing and Event Director with the Arkansas Democrat will be doing a sponsorship with the Library. They will be attending big events that the library is hosting.
- We had several small groups of employees from the Garland County Library System visit. They are building a new library. Not only were they able to tour our new facility but the employees of both libraries were able to collaborate and exchange ideas.
- Through the American Rescue Plan Act (ARPA) the library has received funding in the amount of \$67,784.00. We will be using this money to purchase Databases (A-Z, LinkedIn Learning), AWE Learning Stations and Cloud Stations Software, TumbleBook subscription, hand sanitizer, disinfecting spray guns and mask, Wi-Fi hotspots and laptops for check-out fitted w/lojack for tracking, (hot-spots would be insured through T-Mobile), and upgrade the pacs.

Unfinished Business

- **Purchase of Sound Panels**
Ricky Williams stated the sound panels were purchased last month and are being installed by maintenance personnel. We are still waiting on the glass from East Harding.
- **Construction Mediation**

June 15, 2021

Library Board Meeting Minutes

Patrick Booth came in with a sound meter on some of those rainy days. The loudest it read was 78 dB. The Teen Loft read 76 dB, Children's 75 dB and the first floor 65 dB. The acoustical engineer was here on May 26 testing with a tapping machine. The engineer is working on a mockup and Director Williams will keep the board updated.

- **Attorney Selection**

Chairman Owens stated Randy Grice had requested an engagement letter to be signed by the members of the board. Chairman Owens offered a copy of the motion from the board that would hire him, which Attorney Grice accepted. The Chairman informed Grice not to not invest any time on this issue at the present since we are trying to resolve this ourselves. Director Williams indicated the search for a library attorney is still ongoing.

- **MOU-Vacating Old Main**

Chairman Owens communicated that we are ready and Mayor Washington is willing to come to a resolution of the issues at the 200 E. 8th building. An amount needs to be presented to the city. Mayor Washington stated that since the Library was the only occupant of the building and considers there to have been some neglect on the Library's part that the city should not have to pay for all the repairs. It had been discussed that rather than hiring someone to do the repairs we would offer an amount to pay the city for those repairs. We received three quotes for the work High Status Renovations - \$101,645.00, Duncan Home Improvements \$79,600.00 and Wesley Home Improvement Repair Specialist LLC \$106,500.00. Chairman Owens figured the average to be \$95,900.00. Alisa Smith informed that she went into the police department purposely to see the bathrooms. She felt that the bathroom's upstairs were in worse condition and had taken into consideration the amounts of people and types of people using the bathrooms. She is not in favor of spending \$100,000 and also feels the 95,000.00 is still high. Glenda Daniels feels we have an obligation and the library has an obligation to do upkeep and repairs. Also the issue of repairs and material has increased because the market prices have increased.

Alisa Smith motioned to resolve the outstanding repairs of the old library by paying the city \$90,000.00. Glenda Daniels seconded. Alisa Smith agreed with Glenda Daniels on the increase of prices but feels the \$90,000.00 would include that. Discussion ensued.

Nancy Oudin moved to amend the previous motion to include that the \$90,000.00 be requested from line item 1180 The County Library Fund to resolve the MOU and distribution to the city will be pending on the county's approval of all our request to be held in escrow until accepted by the City of Pine Bluff in full

June 15, 2021

Library Board Meeting Minutes

resolution of MOU. Ethel Cogshell Seconded. Discussion was whether to increase to \$95,000 or not. Motion Denied.

Alisa Smith moved that the \$95,000.00 be requested from line item 1180 The County Library Fund to resolve the MOU and distribution to the city will be pending on the county's approval of all our request to be held in escrow until accepted by the City of Pine Bluff in full resolution of MOU. Larissa Davis seconded. No discussion Motion passed by unanimous vote.

- **COVID-19 Protocols**

The board had asked Director Williams to reformat the COVID-19 Policy. They just need to be approved.

Nancy Oudin moved to accept the COVID-19 Protocols as presented. Larissa Davis seconded. No discussion. Motion passed

New Business

- **Meeting Room Policy**

Updated to help the library to make more money and the previous policy only allowed for meetings during business hours. This policy will charge \$50.00 for 3hrs and \$25/hour for each additional hour needed after library hours.

Nancy Oudin moved to accept the Meeting Room Policy as presented. Seconded by Glenda Daniels. No Discussion. Motion passed.

- **Interim Director Salary**

When Director Williams took over as Interim Director there was no discussion of salary with the board. He is asking for a 20% increase and it to be retroactive to April 4, 2021. Glenda Daniels moved to increase Director Williams salary by 20% and have the amount retroactive to April 4, 2021. Nancy Oudin seconded. No discussion. Motion passed.

- **Vote to Remove Inactive Members**

Chairman Owens stated what we want is people on board who want to participate so we have a quorum. Ben Trevino, Edward Fontenette, Hazel Linton, and Alisa Smith were on the list. Chairman Owens addressed Alisa Smith as to her desire to remain on the board. Ms. Smith does want to remain; she apologized to the board for not notifying them of her need to be absent Glenda Daniels said the by-law states three unexcused absences a board member can be removed and no letter is necessary.

Nancy Oudin moved to remove Ben Trevino from the board. There was no second.

Glenda moved to remove Ben Trevino, Edward Fontenette and Hazel Linton from the Library Board. There was no second.



June 15, 2021
Library Board Meeting Minutes

Public Comments

- Keenan Peet, a former student of Alisa Smith wanted her to pass on that he was very impressed with the new library. He now attends Baylor and he felt he was coming to a professional place while visiting the library.

Announcements

- Glenda Daniels announced that the Mayor can appoint and remove people from the board according to the bylaws. These three people are all city appointees so Mayor Washington can remove them. Mayor Washington requested to speak and said those not attending board meetings have a responsibility and need to be removed.

Meeting adjourned. 6:58 p.m.