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The Pine Bluff Jefferson County Library Board of Trustees met on February 17, 2022, at 5:15 p.m. in the board room of the main library.

**Attending in person were:** Nancy Oudin, Chantal Jones, Ricky Williams, and LaTanya Armoster.

**Attending by phone:** Glenda Daniels, Larissa Davis, Ethel Cogshell, Michelle Harleston, Chandra Griffin, and James Pascale.

**Other Present by Phone:** Van Tilbury (East Harding Construction CEO)

**The meeting was called to order at 5:15 p.m.**

**Adoption of the Agenda:**

Nancy Oudin moved, to adopt the agenda. Seconded by Michelle Harleston, Motion carried.

**East Hardin Construction:**

Van Tilbury from East Harding Construction presented to the board. He addressed the board that his company has submitted a pay application for payment in full and also due an outstanding balance of \$403,775.97. He stated that the project was completed in October 2020. Mr. Tilbury stated that the only reason retainage was being held was due to the acoustic issues, and it has been resolved. Discussion ensued.

Director Ricky Williams stated that upon completion of the drop ceiling, he noticed that the cement boards on the South and Westside of the building were cracking. He also said that he was attempting to get Windstream fiber installed. However, contractors have been unsuccessful at installing new fiber in the existing underground conduit installed by East Harding Construction.

Mr. Van Tilbury stated that his company is willing to come back out and look at the issues and will work with the architects to resolve them.

**Approval of the January 18, 2021 Minutes:**

Michelle Harleston moved to approve the Minutes. Seconded by Larissa Davis, Motion carried.

## **Director's Report:**

Director Williams addressed the board on hiring a new Administrative Assistant, Ms. Armanda Richardson. Former Program Assistant Ms. Judy Norman filled the Reference Clerk position. The library has been working with Arkansas Entergy Office to present how to save energy and money at each branch location.

The library has partnered with Parks and Rec to have Read Across America Day on March 2, 2022. Over 400 students are expected to be in attendance.

Elevator was fixed on February 16, 2022. Parts came in early.

BookSystems Atrium ILS selected to replace TLC. Atrium is a user-friendly ILS system and will save \$9,000.00 on future budgets.

Email host is going out of business; the library will have to switch to a new company. Emails might be down for a day during this transition. Director met with Polk Stanley Wilcox about interior plans and hoped to finish all work by the summer.

Michelle Harleston moved to adopt the financial report. Seconded by Chandra Griffin, Motion carried.

## **Unfinished Business:**

Trustee Grove Plaque Update:

We are unable to add names to the original plaque. A new plaque will cost \$876.00. Director Williams stated that he is still exploring other options.

## **New Business:**

### **Friendship Aspire Academy MOU:**

Nancy Oudin moved to accept the MOU agreement between Friendship Aspire Academy and the Pine Bluff Main Library. The agreement outlines the collaborative partnership relative to each party's specific duties, roles, and responsibilities and shall commence on June 1, 2022, and end on June 30, 2023. Seconded by Ethel Cogshell

### **COVID Protocol Update:**

Nancy Oudin moved to accept the COVID Protocol update. Seconded by Michelle Harleston

### **Recording Studio Update:**

Nancy Oudin moved to adopt the updated recording studio policy. Seconded by Michelle Harleston

### **Laptop Checkout Policy:**

Nancy Oudin moved to approve the laptop checkout policy. Laptops and Chromebook available for **in-house** checkout for 2 hours at a time. Seconded by Michelle Harleston, Motion moved.

**Resolution 2202-01 Authority to Purchase, Sell, Transfer, or Dispose of Library Assets**

Nancy Oudin moved, the Resolution 2022-01 to purchase, sell, transfer, or dispose of library assets to Ricky Williams Library Director, Tom Owens, Glenda Daniels, Nancy Oudin, and LaTanya Armoster. Seconded by Michelle Harleston

**Resolution 2202-02 Expending City Bond Funds- Signees**

Nancy Oudin moved to delegate the authority to expend city bond funds to Ricky Williams, Library Director, LaTanya Armoster, Tom Owen, Glenda Daniels, and Nancy Oudin. Two signatures are required, one of which must be the Director. Seconded by Michelle Harleston, Motion carried

**Resolution 2202-03 Doing Business- Signees**

Nancy Oudin moved, seconded by Ethel Cogshell, to delegate the authority to execute deeds, transfers, assignments, contracts, obligations, and other instruments of whatever nature entered into by this Entity with the following restrictions:

Two signatures, one of which is the Director, required for contracts over \$5,000.00.

Two signatures, one of which is the Director, required for grants over \$10,000.00

Two signatures, one of which is the Director, required for expenditures over \$5,000.00.

Motion carried.

**Resolution 2202-04 Signing Authority for Bank Accounts**

Nancy Oudin moved to delegate the authority to sign on all bank accounts to Ricky Williams, Library Director, LaTanya Armoster, Tom Owen, Glenda Daniels, and Nancy Oudin. Two signatures, one of which is the Library Director, are required. Seconded by Michelle Harleston

**Public Comments:**

None

**Announcements:**

None

**Adjourn:**

Michelle Harleston moved, seconded by Chantel Jones to adjourn. Motion Carried  
Meeting adjourned at 6:16 p.m.

**Meeting Schedule:** Next Meeting – Tuesday, March 8, 2022.