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The Pine Bluff Jefferson County Library Board of Trustees met on March 8, 2022, at 5:20 p.m. in the board room of the main library.

Attending in person were: Tom Owens, Nancy Oudin, Ricky Williams, and LaTanya Armoster

Attending by phone: Larissa Davis, Michelle Harleston, Ethel Cogshell, and James Pascale

The meeting was called to order at 5:20 p.m.

Adoption of the Agenda:

Nancy Oudin, moved, seconded by Ethel Cogshell, to adopt the agenda. Motion Carried.

Approval of February 17, 2021, Minutes:

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

Financial Reports:

Book expense is up because publishers printed more books this year than last year. Redfield is getting more large print and series books that they didn't get last year. We ordered more books this quarter because the publisher printed more books. In addition, database expenses are up. Director Williams plans to replace Newsbank saving \$24,000 by going digital with all magazines.

Nancy Oudin moved, seconded by Michelle Harleston, to adopt the financial report. Motion Carried.

Director's Report:

The elevator is not currently working again. One week after repairs, it is believed that the replacement pump was a faulty part. No ETA for repairs at this time. Director Williams has called and checked on it constantly.

Programming is doing good. During the Read Across America event held at the library, over 400 children participated in the event. Director Williams is looking to form partnerships with other entities within the community and continue to partner with Parks and Rec. Future plans are in the works for a Read Across Pine Bluff program.

Construction Update:

Director Williams spoke with East Harding Construction about ongoing conduit and fiber cement boards issues. He rented a camera and snaked the line with the help of the IT manager. After snaking the line, water was discovered inside the pipe; however, the pipes looked to be intact and not collapsed. East Harding Construction did have a subcontractor snake the line, but their video was corrupt, and they could not share it with Director Williams. Director Williams plans to have a fish tape blow into the building so that new Windstream fiber can be installed.

East Harding Construction's one-year warranty period ended in October 2021. Director Williams received the warranty paperwork for fiber cement panels on March 8, 2022, from East Harding Construction. Warranty paperwork states that the panels are covered under the manufacturer's warranty for 10-years. East Harding Construction has finished the installation of the ceiling and will reimburse the library for the damaged caused by the subcontractor to the eastside entry RFID panel. A new RFID panel and installation cost are valued at \$5,100.00.

Conversation ensued about the Retainage owed to East Harding Construction.

Michelle Harleston made a motion:

To hire an attorney to review the retainage issue with Director Williams and have a written report presented to the board before the next board meeting.

Conversation ensued.

Michelle Harleston amendment the motion:

Hire an attorney to look at the contract or agreement that we have on file with the library. To see what it specifically states that the contractor was supposed to do. We need it to list out what they are supposed to do if they have met those requirements. If so, to put in writing that the board can now release the Retainage to the contractor if all states in the contract have been met.

Seconded by James Pascale. Motion Carried.

New Business: None

Public Comments: None

Announcements:

Michelle Harleston stated, "Read Across America was a wonderful presentation to the students. Everything ran so smoothly even though the elevator was out". She was impressed with the Read Across Pine Bluff suggestion. "These are the kinds of things that we need to be known for in the community" Michelle Harleston stated. Director Williams gave a big thanks to Michelle for being one of the readers. He is challenging all other board members to participate the next time.

James Pascale informed the board that an executive committee should be formed. Someone needs to be involved with the back and forth with the attorneys. Tom stated that we have an executive committee that was used for the Director's search. Michelle Harleston stated that the committee was an ad hoc committee. Ethel Cogshell stated that it was a search committee, not an executive.

Nancy Oudin made a motion to suggest the chair review the by-laws. If the bi-laws prescribe the executive committee, that's what we'll go by and if not at the next meeting, we can address the development of the executive committee and finalize the committee.

Seconded by Chantel Jones.

James Pascale stated that we need an ad hoc committee now to talk with the attorney. A small committee to engage with the attorney and to whom the attorney can report to.

Michelle Harleston reviewed the bi-laws Section 7 and stated that the executive board is a two-year term with 2 chairmen and 1 other person.