



February 9th, 2021

Minutes

Present: Tom Owens, Glenda Daniels, Chandra Griffin, Nancy Oudin and Arvalon Harleston present. Ethel Cogshell, Larissa Davis, Alisa Smith on the conference call.

Also, present Bobbie Morgan, Ricky Williams.

Meeting call to order at 5:22 p.m.

Nancy Oudin moved to adopt the agenda; Chandra Griffin seconded. Arvalon Harleston opposed. Discussion ensued.

Arvalon Harleston made a motion to add, COVID protocols under New Business, Chandra Griffin seconded. Motion carries, 2 opposed.

Approval of minutes January 12. A motion was made by Chandra Griffin to approve minutes as written. Second by Glenda Daniels. Motion carries.

Financial Report: Tom Owens made a motion to put the Financial Reports for January under old business for next month, to get a complete report. Second by Arvalon Harleston

Glenda Daniels advised the board that she would like to add milage balances to the finical report. Glenda Daniels requested to have statements on every financial account, including receipts, monies, credited and debited from all accounts. Glenda Daniels also requested documentation on all salaries itemized for year 2020. Ms. Daniels questioned Director Morgan about a previous requested for milage funds, and to explained what the 80,000 was for listed on the request. Bobbie Morgan advised Glenda Daniels that she needed time to clarify this due to the document was written in 2019. Tom Owens requested that Director Morgan and Assistant Director Williams gather all supporting documents for appropriation request to be including in the March 9th board meeting under unfinished business.

Nancy Oudin made a motion to have profit loss finical report to be move to unfinished business on the March 9th board meeting. Second by Ethel Cogshell. Motion carries.

Nancy Oudin made a motion to have review of the letter Presented by Glenda Daniels dated October 29th, 2019 plus attachments with supporting documents to be placed under unfinished business on meeting set for March 9th, 2021. Motion carries.

Glenda Daniels motion to have the milage account added to the March 9th,2021 meeting agenda under unfinished business with detail statements including debts and balances. Arvalon Harleston Second. Motion carries.

Glenda Daniels motion to have an itemized report of employees' salaries for the year of 2020 with year of employment. Nancy Oudin Second. Motion Carries.

Directors Report: Director Morgan advise the board that the libraries pickup truck was stolen and recovered. The truck had been painted on one side and undriveable. She spoke with the County Judge about this issue and the truck was towed to Jeremy's Body Shop. Director Morgan also highlighted the disadvantages of not have a truck has impacted the library. Morgan then notified the board about the impact of COVID-19 within the library and the burden it has cause the system by not having backup personnel. Bobbie is also working on the employee manual and since many policies have not been updated since 2014. Employee manual will be submitted to the board upon completion with needed changes highlighted.

Assistant Director Report: Asst. Dir Ricky Williams advise the board about the need for soundproofing panels for recording studios. Williams also updated the board about the first-floor studio glass installation and how it should improve soundproofing. No action was taken on the purchase of sound proofing panels. A studio user agreement was submitting to the board for approval by Asst. Dir Ricky Williams. Asst. Dir Ricky Williams then address the board on the need to have user agreement approved for patron studio usage.

Nancy Oudin motion to approve recording studio user agreement as submitted. Chandra Griffin Second. Motion Carries

Unfinished Business: Asst. Dir Ricky Williams advise the board that he contacted the banks about signature cards and the new procedure use by Rylance Bank.

Arlissa Smith give the report for the library director search committee, Smith advise the board that the committee is currently working on director job description. The description should be ready by March 1st per Arlissa Smith report.

Asst. Dir Ricky Williams advised the board about the need for a motion to move forward on the automatic doors and sensors. Discussion ensued. Toms Owens talked about moving the purchase for automatic door sensors to unfinished business for March 9th board meeting due to budgeting.

Director Morgan explained the need a part-time business office administrative assistant and job description. Discussion ensued.

Chandra Griffin motion to accept the business office administrative assistant position as presented Nancy Oudin Second. Motion Carries

New Business: John Baker from the Mitchell & Williams Law Firm address the board on the need for attorney. John Baker gave a detailed background of himself and the Mitchell & Williams Law Firm. John Baker also address the board about the ongoing lawsuit and issues with the construction of the libraries ceiling in the children's area. Discussion ensued.

Larissa Davis made a motion to retain the service of the Mitchell & Williams Law Firm for the 2019 lawsuit, aberration/mediation for construction and to seek secondary law firm at a later date. Nancy Oudin Second. Motion Carries

Tom Owen discuss the MOU regarding vacating the old library.

Discussion ensued.

Tom Owens talked about how the 2019 flood was act of good and the library was left in great condition and the only issues were due to age of the building.

Glenda Daniels asked about insurance money the library receive from the 2019 flood, Director Morgan advised the board on how the insurance money was spent to bring the library back to operational after the flood.

Mayor Washington spoke about the how the insurance money was allocated to each department in the Civic Center during the flood in 2019. She also stated that there are several issues that need to be addressed before the City of Pine Bluff can take occupancy of the old library.

Glenda Daniels made a motion to take no action of the MOU received from the City of Pine Bluff as it currently exist. Nancy Oudin Second.

Director Morgan address the board about credit card usage by staff and location. Toms Owens asked for documentation on who has access to credit cards and usage, to be provided at the next meeting under unfinished business. Mr. Owens also asked to have Jeannie West provide statements for all credit cards for year 2020, and to have information for all banking accounts in detail at the next board meeting under finished business.

COVID 19 protocols were address by Tom Owens and Arvalon Harleston. Director Morgan address to the board about the current COVID 19 policy used by the library. Director Morgan also stated that the currently policy was base off CDC guidelines. The current COVID-19 policy was asked to be presented at the next meeting by Arvalon Harleston. Glenda Daniels suggested that the board take a look at the county COVID-19 policy.

Tom Owens requested to have county COVID-19 policy submitted to him by Director Morgan or Asst. Dir Ricky Williams before the next board meeting. Arlissa Smith ask to have study done to see what other libraries are doing for COVID-19 be added to Tom's request.

Tom Owens moved to Adjourned the meeting at 8:20 pm

Next Meeting will be Tuesday, March 9th 2021.