



April 13, 2021

Library Board Meeting Minutes

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

Others Present: Ricky Williams, Jeannie West, Mary Carson

Meeting called to order by Chairman Tom Owens at 5:16 pm

Glenda Daniels moved to adopt the agenda; Arvalon Harleston seconded. Motion approved.

Nancy Oudin moved to approve the minutes of the February 9, 2021 Board Meeting Minutes as written; Chandra Griffin seconded. Motion approved.

Glenda Daniels moved to adopt the minutes of the February 16, 2021 Emergency Special Meeting Minutes as written; Nancy Oudin seconded. Motion approved.

Nancy Oudin moved to approve the minutes of the February 26, 2021 Special Meeting Minutes as written; Glenda Daniels seconded. Motion approved.

Nancy Oudin moved to approve the minutes of the March 17, 2021 Special Meeting Minutes as written; Glenda Daniels seconded. Motion approved.

Financial Reports for January 2021, February 2021 and March 2021 given by Jeannie West.

- Jeannie clarified the report was updated the morning of April 13, 2021 so the report to be approved is dated 4/13/21 9:01am not April 9, 2021. The changes made were the explanations for items being over 25% of the budget.
- Arvalon Harleston addressed the electricity being much higher and why. Jeannie stated that when we moved into this building we were unaware of how much our bills would be, conversation ensued about the current electricity bill.
- Nancy Oudin stated that a balance sheet usually accompanies the profit/loss and requested that it be included in the next board packet. Tom Owens requested that the balance sheet be e-mailed so everyone would have it in their packet.

Chandra Griffin moved to approve the financial reports, Arvalon Harleston seconded. Motion approved.

Directors Report.

- Ricky highlighted the staff and felt they were doing an exceptional job trying to get more traffic into the libraries. Had approximately 6000 people entered throughout the system for the first quarter of this year. Programming is struggling but we have been doing brochures, outreach, social media and will be doing a survey to see what the people of Jefferson County are wanting to attend. Our basic computer training classes have been full recently which is great but the pro logic x training class is still a work in progress.
- Literary Walk - The National Heritage Task Force is wanting to place a walk in the area of Fifth Street, Sixth Street and Main that would have landscaping and literary exhibits that include information of people attached to Jefferson County and Pine Bluff. Ellen Bauer, the White Hall

Manager has been working with that city to do something similar. The library will have to fund this project.

- Ongoing lawsuit has cleared as of March 24, 2021. The courts found no merit in the case and ruled in favor of the library.
- Pictures in the Library are not a good fit and we have about two hundred pieces that are outdated in art storage. A discussion ensued regarding the Pine Bluff Community Center and what can be done to improve the interior content of the library. James Hayes has also given us a quote for glass artwork that will help modernize the feel of the library.

Unfinished Business

- *Library Director Search Committee Report*

Glenda Daniels gave an update on the progress the search committee has made in efforts to find a new director. Daniels also stated the position will be posted soon after gathering more information from the state library.

- *Purchase of Automatic Doors*

Ricky Williams said he had been watching a variety of patrons enter and exit through the doors and didn't see anyone having difficulty. Didn't feel the need for the automatic doors. No complaints have been made. Chandra Griffin moved to remove the purchase of automatic door sensors from unfinished business and bring back up if the need arises. Glenda Davis seconded. Motion carried.

- *Purchase of Sound Panels*

Ricky Williams stated there was never a motion made to purchase the panels. Chairman Owens thought we were waiting on a quote. The cost would be approximately 2,500 per room per room. As of right now there has not been any complaints of excessive noise. East Harding still needs to install the glass in studio 1. Nancy Oudin asked for the balance of the construction budget account to know if we have enough money. Item was tabled until the next meeting so the balance of the construction budget account can be known.

- *COVID 19 Policy*

Arvalon Harleston pointed out that in the third paragraph the policy states "laws governing payment expired on December 31, 2020". Now in April what is in place for the employees now if they get COVID-19. Tom Owens pointed out that number eleven also states that date. Chairman Owens asked Ricky Williams to develop a new COVID-19 policy to present to the board. The Covid-19 Policy was tabled until the next meeting.

- *Attorney Selection*

Chairman Owens stated that the board met on February 16, 2021 by telephone ranking attorneys. Conversation ensued about the attorney selection. Tom Owens contacted attorney Joel Hoover, who was not on the listed during the rankings but had the experience in that area. Joel Hoover was later discovered to have a conflict; He was not hired however spent some time assisting Tom Owens with the letter to participate in the mediation. Chairman Owens recommended the board pay Joel Hoover for two hours of his time at the cost of five hundred and fifty dollars upon submission of a bill.

Nancy Oudin made a motion to pay Joel Hoover five hundred and fifty dollars upon the submission of a bill with letters drafted. Arvalon Harleston seconded. Motion was carried.

Attorney Randy Grice, after doing his conflict check did find that he would be able to represent the library and sent an engagement letter. There has been a time-out with the library and the architects and general contractor to see what we might accomplish without going to mediation or arbitration. Chairman Owen suggested that all the board sign a letter to engage Attorney Randy Grice on a need to basis as an attorney dealing with the construction issues.

Nancy Oudin made a motion to move into an engagement with Randy Grice to represent us solely on the litigation of construction. Glenda Daniels seconded. Motion carried.

- *MOU-Vacation Old Main*

Chairman Owens is proposing to the board to have Director Williams get quotes from contractors to redo the bathrooms upstairs and downstairs and the library would pay for the work.

Glenda Daniels moved to have Director Williams get three quotes for repair of the bathrooms at the old library. Seconded by Larissa Davis. Motion carried.

- *Response to Letter Dated October 29, 2019*

Glenda Daniels stated that an eighty-thousand-dollar piece of paper submitted to the County Judge for payment but Director Morgan acted like she did not know what it was for during the meeting on February 9th. There was no response from the Judges office since the request did not include detailed information requested. Chairman Owens requested it be put on record that the County Office acted appropriately.

New Business

- *Library Vehicle Replacement - Purchase or lease*

Ricky Williams requested the purchase of three new vehicles and a trailer.

Glenda Daniels moved to approve up to the amount of forty-two thousand five hundred dollars for the purchase of a truck. Arvalon Harleston seconded. Motion passed.

Nancy Oudin moved to approve up to the amount of one thousand dollars for a new trailer. Arvalon Harleston seconded. Motion approved.

Nancy moved to approve up to the amount of sixty-three thousand dollars for two vehicles. Glenda Daniels seconded. Motion carried.

- *Friends Space Request*

The Friends have requested to use the wall space outside Reference to recognize donors.

Chandra Griffin moved to grant permission for the Friends of the Library to occupy the wall space for five years. Arvalon Harleston Seconded. Motion carried

- *Mask Recommendation/Requirement*

Ricky recommended the library require all staff and patrons to wear masks inside the building after the mask mandate was lifted.

Glenda Daniels moved to adopt the mask mandate for the library.

Arvalon Harleston seconded. Motion Passed.

Announcements

- Glenda Daniels announced that people not attending board meetings need to be removed and replaced so the board actually has enough attendees for a quorum. By-laws states members can be removed after three missed meetings. Chairman Owens stated this be placed on the agenda next month that there is a vote to remove them.

Meeting adjourned