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**August 10, 2021**  
**Library Board Meeting Minutes**

**Board Members Present:** Tom Owens, Glenda Daniels, Larissa Davis, Felecia Reeves, Nancy Oudin, Alisa Smith and Chantel Jones.

**Attending by phone:** Michelle Harleston and Ethel Cogshell.

**Others Present:** Reese Rowland and Alex Longley, with Polk Stanley Wilcox, Architects. Mayor Shirley Washington, Ricky Williams and Jeannie West.

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

**Introduction of Newly Appointed Board Member:** Ms. Chantel Jones was appointed by Mayor Washington to fill Dr. Hazel Linton's position. Ms. Jones is an educator and is looking forward to working with the library.

**Adoption of the Agenda:** Michelle Harleston moves, seconded by Larissa Davis to adopt the agenda. Motion Carried.

**Approval of the July 13, 2021 Minutes:** Nancy Oudin moved, seconded by Alisa Smith to approve the Minutes with the correction of the spelling of Felecia Reeves name. Motion carried.

**Financial Reports:** Discussion was held about the phone services. When we prepared to move into the new library, we switched over to VoIP. We were unaware that the fire and security systems required three dedicated land lines. These additional land lines were not included in the budget. The cost of energy at the new library is still of great concern. It was requested that Entergy come out and preform and energy audit, to see if there is anything that can be done to conserve energy. Also, the breakdown of GL #5329 was included in the board packet. Glenda Daniels moved, seconded by Nancy Oudin to accept the financial reports. Motion Carried.

**Director's Report:**

The Summer Reading Program was a success. Two of the branches were rewarded with a water slide. The owner of the water slide offered the water slide free of charge for a back to school party at the Main Library on August 12, beginning at 1:00 p.m.

The library received part 1 of the American Rescue Plan Act grant for \$33892.00. The library will use this money to purchase 5 AWE Learning Stations, 25 AWE Cloud Logins, data bases, such as Niche Academy, A-Z and LinkedIn Learning will all be acquired with this first disbursement. This grant will also help us with the purchase of PPE and cleaning supplies that will help fight the spread of Covid-19. New shrubs are being purchased to replace the 50 azaleas we lost due to the time they were planted in the fall. We have already purchased 33 and the rest will be replaced in the next several days. The

ground was also saturated and the sprinkler system has been adjusted and we are looking into adding a rain sensor.

**Polk Stanley Wilcox, Architects:** Reese Rowland and Alex Longley prepared a slide show of ways to improve the interior of the library. Using color with graphics, furniture and reading nooks, the library can brighten up. The placement of furniture can create interesting areas for studying and playing. A slide was also discussed for the children's area.

The Architects will send a copy of the presentation for the board to study at their convenience, as it was a lengthy presentation.

**Unfinished Business:**

**The MOU between the City and the Library:**

The MOU between the City and the Library, concerning the turnover of the old library location and repairs that need to be made was discussed again. Previously, the Library received three estimates for the needed repairs. The board voted to send the City \$95,000.00. The Mayor came back with three estimates that when averaged came to \$129,813. The average of the three Library estimates was \$99,937.00. The mayor countered the Library's offer of \$95,000. With \$115,000.00.

Michelle Harleston moved to table the Mayor's proposal until the next board meeting, asking that the board receive copies of all estimates to study. Larissa Davis seconded the motion. Motion carried.

**Directors Search Update:**

Ms. Daniels informed the board that the application deadline was July 15, 2021 and they had four applicants. The position was advertised through Indeed and social media.

**New Business:**

**City Ordinance #6713:** A new City Ordinance requiring monthly reports outlining the actions taken by the board during the previous month and including a copy of the minutes. An annual report will be required as well, summarizing the accomplishments of the board for the previous year as well as goals and objectives for the following year.

**Employee Handbook:**

Larissa Davis moved, seconded by Nancy Oudin, to adopt the updated employee handbook. Motion carried.

**Public Comments: NONE**

**Announcements:**

The Mayor announced that the City was holding Covid Clinic from 10:00-3:00 on Saturday, August 14<sup>th</sup> at the Convention Center. There will be \$25.00 Wal Mart gift cards for everyone who gets vaccinated.

**Adjourn:**

Meeting adjourned at 6:59 p.m.

Meeting Schedule:

Next Meeting – Tuesday, September 14, 2021