

Minutes of the Board of Trustees
William F. Laman Public Library
December 9, 2019
10:30 AM

The Board met at the Main Branch in Room 124 at 10:30 a.m. Ms. McLean called the meeting to order at 10:32 a.m. Those present were Ms. Crystal Gates, Executive Director; Ms. Valerie McLean, President; Mr. Charley Baxter, Ms. Joyce Brewer, Ms. Esther Crawford, Ms. Kim Drake, and Ms. Vicki Matthews. Mr. Sonny Rhodes was absent. Motion Mr. Baxter, second Ms. Crawford to excuse the absence. Motion carried unanimously. Also present: Ms. Stacy Purdy, Mr. Richard Theilig, and Mr. Stephen Simpson, Arkansas Democrat-Gazette reporter. Under public comments, Mr. Simpson introduced himself.

Motion Mr. Baxter, second Ms. Drake to approve the Minutes of December 2, 2019. Motion unanimously carried.

During a review of the Financial Report, Ms. Gates shared that she anticipates carrying forward approximately \$2.4 million in the Main Account. Ms. Matthews noted that extra funding was provided for events in 2020, and that she would like the Board informed regarding the use of those funds. Motion Ms. Matthews, second Ms. Brewer to approve the Financial Report. Motion carried unanimously.

During a review of the Statistical Report, Ms. Drake asked which things increased in circulation as shown on the report. Ms. Gates shared that looms and cake pans are checking out more frequently, and she believes that is due to the programs using those items and promoting their availability to attendees. Motion Ms. Drake, second Ms. Crawford to approve the Statistical Report. Motion carried unanimously.

Under Director's Report, Ms. Gates shared her PTO balance is 308.88, and she will be off on December 23rd and 27th. Board member AAPL memberships will be renewed after the first of the year. A new employee was terminated, and Justus Tate was moved to full time to fill that position. Kenneth Frazier was hired to replace the part-time position. Ms. Gates then reviewed the many complaints received regarding the latest update to the Food and Beverage Policy, which disallowed outside food and drinks and created designated eating areas. Ms. Matthews advised that new signs be made to make the regulations more clear. After further discussion, including addressing the patrons significantly affected by the ban on outside food and drink, such as homeschool students, unsheltered individuals, those unable to afford café purchases, and those with special diets, it was decided that the restriction on outside food and drink be removed from the policy. The designated eating areas would remain. Ms. Gates then reviewed the options for cancelling the life insurance offered to employees and the costs associated with the various life insurance options. After discussion, motion Ms. Brewer, second Ms. Crawford to keep the life insurance for employees. Motion carried unanimously.

During the 2018 Audit review, Ms. Matthews requested that the total spent on retirement in 2018 be provided to the board at the next meeting to help create a clear picture of retirement costs. Several concerns were shared regarding the lateness of receiving audits and thereafter

reviewing them. Ms. Gates shared that since, by state law, the audit is not technically due until December 31 each year, the library's hands are tied. Ms. Matthews also noted that while the audits are received significantly after the year they address, the lateness of the review does not make the review any less important.

Motion Mr. Baxter, second Ms. Drake to elect the same individuals to the same offices for 2020, those being Ms. McLean as President and Ms. Crawford as Vice-President. Motion carried unanimously. Per Bylaws, Ms. Gates serves as Secretary-Treasurer.

Under announcements, Ms. Gates noted that the trains are coming back to Laman for a special two-day only event on December 13-14, 2019. The Library will be closed December 23-26, 2019, and December 31, 2019-January 1, 2020. The next regular meeting will be Monday, January 13, 2020, at 10:30 a.m.

There were no board member comments. With no further business to discuss, motion Ms. Drake, second Mr. Baxter to adjourn. Motion carried unanimously.

Crystal Gates, Secretary