

Minutes of the Board of Trustees
William F. Laman Public Library
Regular Meeting - Via Zoom
Monday, November 15, 2021 @ 5:30 PM

The Board met via Zoom at 5:30 p.m. Ms. McLean called the meeting to order at 5:30 p.m. Those present were Ms. Crystal Gates, Executive Director; Ms. Valerie McLean, President; Ms. Joyce Brewer; Ms. Esther Crawford; Ms. Kim Drake; Ms. Katie Phippin; and Mr. Sonny Rhodes. Mr. Charley Baxter was absent. Also present: Ms. Robin Campbell, Ms. Stacy Purdy, Ms. Shannan Hicks, and Mr. Richard Theilig. Motion Mr. Rhodes, second Ms. Crawford to excuse the absence of Mr. Baxter. Motion carried unanimously. There were no public comments.

Motion Ms. Brewer, second Ms. Drake to approve the Minutes of October 18, 2021, as amended. Motion carried unanimously.

Ms. Gates reviewed the Financial Report. She noted the November disbursement had been received, and collections for the year are higher than expected. Motion Ms. Drake, second Ms. Crawford to approve the Financial Report. Motion carried unanimously.

Ms. Gates presented the Statistical Report. Motion Ms. Drake, second Mr. Rhodes to approve the Statistical Report. Motion carried unanimously.

Ms. Gates reviewed the Director's Report, including her PTO and recent meeting schedule. American Rescue Plan Act (ARPA) funds have been requested for the purchase of touch-free water stations, a 24-hour lending library to be installed in the Rose City area, and prime pay for staff. CARES Act funding has been requested to reimburse the library for PPE purchases made in 2020 and 2021. While many libraries are providing prime pay for their staff, Ms. Gates recommended that prime pay for staff at Laman wait until notice is received on its request for prime pay funding through ARPA. She hopes that prime pay may be provided with those special funds rather than the library's operating funds. The Laman Library Awards Banquet will be held December 12, 2021, at 5:30 p.m. The location is still to be determined, but she is hopeful that the event may be held at the Wyndham in downtown North Little Rock. Ms. Brewer advised that the City Beautiful group has funds available for grants to be used for flowers and landscaping, and the funds needed to be used by the end of the year. Ms. Gates stated she would check into the program to see if funds could be requested to finish out the landscaping around the Main Branch.

Ms. Gates reviewed the 2022 insurance proposals and recommended renewing with the current providers, those being United Healthcare, Delta Dental, and VSP. Motion Mr. Rhodes, second Ms. Brewer to approve renewing employee insurance with United Healthcare, Delta Dental, and VSP, with library staff continuing to pay \$10 per pay period toward the premiums. Motion carried unanimously. Ms. Gates discussed the planned Awards Banquet and requested that appreciation gift cards be provided to library staff in the amount of \$100, with the funds coming out of the Service Account. Motion Ms. Crawford, second Mr. Rhodes to authorize \$100

gift cards in appreciation of the staff's contributions to successful service to the public with the cards being purchased using Service Account funds. Motion carried unanimously. Ms. Gates presented various cost of living adjustment options, and based on increased inflation, recommended a COLA of 6%. All present discussed the options. Ms. Drake stated that she thought COLA had been approved at the last meeting. Ms. Gates clarified that it was discussed and decided to approve the budgets separate from the cost of living adjustments. Ms. McLean advised that she would like more time to ponder the options and how an increase would affect the budget overall. Mr. Rhodes stated that he would be inclined to go for a 10% increase, but would like time to review the figures. Ms. Drake noted that current staffing numbers are for current hours, those being Monday through Friday, 9-5. Motion Mr. Rhodes, second Ms. Drake to vote on COLA increases at a special meeting to be held on November 29, 2021, at 5:30 p.m. Motion carried unanimously.

Ms. Gates reviewed the proposed change to the Bylaws, which changes the set annual meeting date and time to be the same as the regular December meeting – third Monday in December at 5:30 p.m. Motion Ms. Crawford, second Ms. Drake to approve the Bylaws as amended. Motion carried unanimously.

The next regular meeting will be Monday, December 20, 2021, at 5:30 p.m. on Zoom. A special meeting will be held on Monday, November 29, 2021, at 5:30 p.m. to vote on proposed cost of living increases for staff.

Under board member comments, Ms. Brewer requested clarification regarding reference questions included in the statistical report. Mr. Theilig advised that staff answer those questions personally and some examples include open and close times, where restrooms are location, when programs are offered, how to find a book or other item, and more.

With no further business to discuss, motion Mr. Rhodes, second Ms. Drake to adjourn. Motion carried unanimously.

Crystal Gates, Secretary