

Minutes of the Board of Trustees  
William F. Laman Public Library  
November 18, 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; Ms. Joyce Brewer, Ms. Esther Crawford, Ms. Kim Drake, Ms. Vicki Matthews; and Mr. Sonny Rhodes. Mr. Charley Baxter was absent. Motion Ms. Brewer, second Ms. Drake to excuse the absence. Motion carried unanimously. Also present: Ms. Stacy Purdy and Mr. Richard Theilig. Under public comments, Ms. Drake shared that residents of the Amboy community reached out to her sharing their desire for the Argenta Branch remain open as a public library. Ms. McLean recently attended a meeting during which the Mayor spoke about the downtown plaza and shared that the City would help the library in the event of a roofing or HVAC emergency at the Argenta Branch. Ms. Gates shared that partnering with the History Commission and having space at the Argenta Branch for them, selling the current History Commission building, and using that sale to pay down on the Argenta Branch Library debt were ideas being considered and discussed as possible options. Ms. Gates also shared ideas from Main Street Arkansas regarding moving parking at Argenta to street-side parking and turning the existing parking area into additional green space available for outdoor activities. The new book drop is here and in storage until plans are finalized and we have the new location ready for installation.

Motion Mr. Rhodes, second Ms. Crawford to approve the Minutes of October 21, 2019. Motion unanimously carried.

During a review of the Financial Report, Ms. Gates advised that the 2019 amended budget will need to account for the increased maintenance expenses at Argenta, yet even so, she anticipates less total expenditures than originally budgeted. Motion Ms. Brewer, second Mr. Rhodes to approve the Financial Report as presented. Motion carried unanimously.

Motion Mr. Rhodes, second Ms. Brewer to approve the Statistical Report as presented. Motion carried unanimously.

Ms. Gates presented the director's report. She reviewed her café recommendation to leave the café open. She reviewed the information she considered including comparisons between January 2016 and October 2019 of net profits and fund balances, service to the community, the need for staffing in the area, etc. She then reviewed the lawn care savings of approximately \$12,000 due to turning maintenance of the plaza back over to the city. The library is currently under contract and the cost savings will not be realized until the conclusion of that contract. The updated Food and Beverage Policy was presented. She shared that she plans to include funding for security during the summer if needed for 2020. She announced that she has hired Shannan Hicks as a Library Services Director to manage Main Branch and directly oversee the youth services department. Ms. Hicks will join the library in January. In January, Jenny Heard will move back to Argenta full time as a Library Services Director. Ms. Gates expects this staffing

move to assist with security issues by having a direct manager consistently available at each branch. Before scheduling security for the summer, Ms. Gates will evaluate the need for security once the dedicated full-time manager arrives. Ms. Gates then reviewed the updated Goals and Strategic Planning for 2019. The Director's evaluation was tabled until the next meeting. Ms. Gates reviewed the 2020 insurance quotes from the current carriers. Delta Dental is a rate lock. VSP increased \$0.14 per employee per month. QualChoice increased five percent. The broker advised that the quotes were reasonable and good considering what their other clients were facing. He did not recommend bidding out because if the library bid out again then all carriers would consider claims versus premiums and would adjust rates accordingly. The 2020 rates, if the employees went back to paying \$10.00 per pay period toward their insurance premiums, would result in the library paying \$2.19 more per employee per month. Ms. Matthews recommended dropping the employer provided life insurance to offset the additional health insurance costs. Ms. Purdy advised it is unknown if the library can decline this coverage since it is under the city's policy. Ms. Gates recommended that the library approve the insurance as quoted from the current providers and to amend the insurance policy to require employees pay \$10.00 per pay period toward insurance premiums. After further discussion, motion Mr. Rhodes, second Ms. Drake to approve the director's recommendation to approve the insurance quoted by the current carriers and to amend the insurance policy to require employees to pay \$10.00 per pay period toward their insurance premiums. Motion carried unanimously. Ms. Gates will check into the library's ability to cancel the life insurance policy. Based on staff performance and recent evaluations, Ms. Gates recommended one-time merit incentives of three percent of annual salary for those employees meeting the requirements. Based on early estimates, she advised that she believed the total would be less than 2018. Motion Ms. Crawford, second Ms. Drake to authorize three percent of annual salary one-time incentives for qualifying staff. Motion carried unanimously.

Motion Ms. Drake, second Ms. Crawford to schedule a Special Meeting for December 2, 2019, 1:00 p.m. with the items of business to include budgets and the director's evaluation. Motion carried unanimously. The 2018 audit will be reviewed at the December 9, 2019 regular meeting.

Upcoming and recent events include Art Walk at Argenta on December 20<sup>th</sup>, 5-8 p.m., the staff awards and holiday event on December 7<sup>th</sup> at 6 p.m. at the Main Branch, and the library closures on November 28-29 for the Thanksgiving holiday and December 24-26 for the Christmas holiday. The model trains will be back at Laman for a special two-day only event, December 13-14, 2019. We will have several displays in the Main Branch makerspace area on the second floor, cookies, hot cocoa, and fun. The next regular meeting is December 9, 2019 at 10:30 a.m. Ms. Gates and Ms. Purdy asked that audit questions be turned in prior to the December 9 meeting to allow adequate time to have the answers ready for the meeting.

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

Crystal Gates, Secretary