

Minutes of the Board of Trustees  
William F. Laman Public Library  
December 2, 2019  
1:00 PM

The Board met at the Main Branch in Room 124 at 1:00 p.m. Ms. McLean called the meeting to order at 1:02 p.m. Those present were Ms. Crystal Gates, Executive Director; Ms. Valerie McLean, President; Mr. Charley Baxter, Ms. Esther Crawford, Ms. Kim Drake, Ms. Vicki Matthews; and Mr. Sonny Rhodes. Ms. Joyce Brewer was absent. Motion Ms. Crawford, second Ms. Matthews to excuse the absence. Motion carried unanimously. Also present: Ms. Stacy Purdy and Mr. Richard Theilig. There were no public comments.

Ms. Matthews requested clarification of the insurance rates and the reasoning behind the recommendation. Ms. Gates explained about the process, including the numerous communications between she and Stephens, which handles the brokering of the insurance plans; the expected increase in costs when bidding out for multiple carrier quotes due to the census conducted and carriers comparing premiums to claims; and the timeline necessary when bidding out for new quotes. Renewal quotes are requested in September and October, but they are usually received in early to mid-November. Last year when the initial renewal quote was high, the broker recommended bidding to get a more competitive quote. Due to the timing needed to get new quotes, make a decision, and get the proper paperwork completed, employees did not have access to their medical care and prescription coverage at the first of January when they needed it. When the quote came back this year, the broker advised that it was a fair quote considering medical inflation. Ms. Gates was given the option to bid, but chose not to do so for 2020 based on past experience, the deadlines for getting information together for a bid packet, the reasonable quote, and the concern for employees having coverage available January 1. Motion Ms. Crawford, second Mr. Rhodes to approve the Minutes of November 18, 2019. Motion unanimously carried.

Motion Ms. Drake, second Mr. Rhodes to enter executive session for the purpose of discussing the director's evaluation. Motion carried unanimously. Motion Ms. Drake, second Mr. Baxter to exit executive session. Motion carried unanimously. Motion Ms. Drake, second Mr. Baxter to approve a one-time three percent merit based incentive pay funded by the Service Account for Ms. Gates. Motion carried unanimously.

Ms. Gates reviewed the proposed Amended 2019 Budget. After discussion, motion Mr. Rhodes, second Mr. Baxter to approve the Amended 2019 Budget as presented. Motion carried unanimously. Ms. Gates reviewed the proposed Amended 2019 Service Account Budget. After discussion, motion Mr. Baxter, second Ms. Matthews to approve the Amended 2019 Service Account Budget as presented. Motion carried unanimously. Ms. Gates presented the two proposed 2020 Budgets. After discussion, motion Mr. Baxter, second Ms. Crawford to approve the 2020 Budget (1) with the following changes: reduce the income carried forward from 2019 by \$50,000 and reduce the GL 522 for Furniture, Fixtures, and Equipment by \$50,000. Motion carried unanimously. Ms. Gates will gather quotes to replace the lecture hall flooring at Main Branch; once those quotes are in, the Board will review the costs and decide whether to fund

that project and, if funded, the funds to use for the project. Ms. Gates presented the proposed 2020 Service Account Budget. After discussion, motion Mr. Baxter, second Ms. Crawford to approve the 2020 Service Account Budget. Motion carried unanimously.

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

Crystal Gates, Secretary