

Minutes of the Board of Trustees
William F. Laman Public Library
March 11, 2019
10:30 AM

The Board met at the Main Branch in Room 126 at 10:30 a.m. Those present were Ms. Crystal Gates, Executive Director; Ms. Valerie McLean, President; Mr. Charley Baxter; Ms. Joyce Brewer; Ms. Esther Crawford; Ms. Vicki Matthews; and Mr. Sonny Rhodes. Ms. Kim Drake was absent. Motion Ms. Crawford, second Ms. Brewer to excuse Ms. Drake's absence. Motion carried unanimously. Also present: Mr. Richard Theilig and Ms. Fredonna Walker. There were no public comments.

Motion Mr. Baxter, second Ms. Crawford to approve the Minutes of February 11, 2019. Motion unanimously carried.

All present discussed the financial report. Ms. Gates noted that, based on feedback, she had moved the carry forward balance to the end of the budget spreadsheet so that it is not included in the revenue portion. Ms. Matthews noted that she does not approve of operating expenses being paid with service account funds. To give a clearer picture of the expenses coming out of the service account, Ms. Gates will update the service account budget spreadsheet each month. She will also update the service account budget to more accurately reflect what she believes will be spent from that account during 2019. Ms. McLean asked for an update on the busy times of the café. Mr. Theilig advised that he believes our new software update can pull that information and will look into having a report ready for the next meeting. Ms. McLean noted that based on her research, while the sales tax the library receives seems to have no pattern, over the last six years, library external revenue appears to increase at a rate of approximately two percent each year, which fits with the projected budgets providing for an average increase of two percent each year. Motion Mr. Baxter, second Mr. Rhodes to approve the financial report. Motion carried unanimously.

Ms. Gates reviewed the statistical report. Motion Ms. Brewer, second Mr. Rhodes to approve the statistical report. Motion carried unanimously.

Ms. Gates presented the director's report. Her PTO balance is 275.08 hours. She recently asked that Mr. Thurman remove the spring load on the newspaper storage door to allow Mr. Gerard easier access. The Friends of the Library will have their next meeting on March 28, 2019, at 6 p.m. at the Main Branch. The Advocates for Arkansas Public Libraries will be hosting a Day @ the Capitol at the Capitol Hill Apartments with a luncheon on March 26, 2019, from 11:30 a.m. until 1 p.m. Ms. Gates reviewed House Bill 1402, and her attending House Committee meetings for the purpose of testifying regarding the bill and its impact on public libraries around the state.

Motion Mr. Baxter, second Mr. Rhodes to move regular board meetings to the fourth Monday of each month beginning in April, 2019. Motion carried unanimously. Motion Mr. Baxter, second Mr. Rhodes to set the regular meeting time for 10:00 a.m. beginning in April, 2019. Motion carried unanimously.

Ms. Gates reviewed the public relations information submitted to area media. The library will be closed on March 25-26 for the Staff In-House Conference, during which staff will be trained on emergency procedures and participate in active shooter training. Upcoming events include Art Walk at Argenta on Friday, March 15th from 5-8 p.m. The next regular board meeting will be held on Monday, April 22, 2019, at 10:00 a.m.

Under Board comments, it was noted that the library is not included in the latest edition of NLR Proud. Ms. Gates will check into having the library included in future publications.

With no further business to discuss, motion Mr. Baxter, second by Ms. Brewer to adjourn. Motion carried unanimously.

Crystal Gates, Secretary