

Minutes of the Board of Trustees  
William F. Laman Public Library  
August 12, 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 10:30 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. Crawford, second Mr. Rhodes to excuse the absence of Mr. Baxter. Motion carried unanimously. Also present: Ms. Stacy Purdy, Mr. Richard Theilig, and Ms. Fredonna Walker. There were no public comments.

Motion Mr. Rhodes, second Ms. Crawford to approve the Minutes of July 8, 2019. Motion unanimously carried.

After a review of the financial report, including increased building maintenance recently needed for the Argenta Branch, motion Ms. Brewer, second Mr. Rhodes to approve the Financial Report as presented. Motion carried unanimously.

After a review of the statistical report, motion Ms. Drake, second Ms. Brewer to approve the Statistical Report as presented. Motion carried unanimously.

Motion Mr. Rhodes, second Ms. Crawford to enter executive session for the purpose of discussing personnel. Motion carried unanimously. Motion Ms. Matthews, second Ms. Brewer to exit executive session with no action taken. Motion carried unanimously.

Ms. Gates presented the director's report. Due to previous discussions regarding creative staffing to meet needs and the need to hire new employees due to recent position openings, Ms. Gates requested formal board approval to hire new employees to help fill the recent vacancies. Motion Ms. Brewer, second Ms. Crawford to authorize Ms. Gates to announce and advertise the two full-time and one part-time open positions recently created when three employees left employment and thereafter hire the best candidate based on staffing needs. Motion carried unanimously. Ms. Gates' PTO balance is 265.17 hours. She and Julie with the Mayor's office have scheduled a meeting for the Finance Committee to meet with the Mayor and his staff, including the new Finance Director for the City, on August 26, 2019, at 10:00 a.m. Once Charley is back from vacation, a finance committee meeting will be scheduled prior to the meeting with the Mayor. Ms. Gates reviewed the CIPA notice and asked for any comments on the notice per e-rate requirements. No comments were made. The sprinkler gauge is being installed today to limit sprinkler usage based on need and recent rain. The Library was recently selected as one of six libraries to participate in the EXCITE Transformation Bootcamp to be held at the State Library in October. Four staff members will attend and represent Laman. The ArLA/SELA Joint Conference is September 27-29<sup>th</sup>, and board members are welcome to attend. If one wishes to attend, she asked that she be informed so that they can be registered.

Upcoming events include Art Walk at Argenta on August 16, 2019, 5-8 p.m. and the ongoing NASA Hubble Space Telescope exhibit, which ends on August 31<sup>st</sup>. Richard will be giving an

exhibit tour to a group on Wednesday. The next regular meeting will be Monday, September 9, 2019, at 10:30 a.m.

Under board member comments, Ms. Drake announced that she is working with ALA/PLA to join as a member of the Family Engagement Task Force. Ms. Matthews asked for an update on the book drop at Argenta. Ms. Gates advised that based on a lack of proven culpability, it appears that the Library will need to replace it without help from the construction company which damaged it. She has received a quote for a replacement dropbox, with a great discount from attending and visiting their booth at ALA, which includes free shipping and a free graphic overlay. Motion Ms. Matthews, second Ms. Drake to authorize Ms. Gates to purchase the new drop box using Service Account funds. In addition, during the discussion, a quote was received to replace the air compressor for one of the HVAC units at the Argenta Branch for a cost of \$5,657.87. That quote was approved, and all discussed the maintenance of the HVAC systems for both branches, which is bid out and provided by Advantage Service Company.

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

Crystal Gates, Secretary