

Marion County Library Board
Regular Meeting
Minutes

04/06/17

FILED FOR RECORD
at 1402 o'clock 2 M

MAY 08 2017

Dawn Moffet
Marion County Clerk
D.C.

Meeting called to order at 3:45 pm by Judith Bearden.

Present: Judith Bearden, Chair; Curt Bryant, Vice Chair; Jeri Hulgán, Carla Faison, Treasurer, Dana E. Scott, Library Director; Judy Mays, Interim Director; Charlie Miles, Outreach Coordinator; Linda Hency, Friends of the Library President; Ruth Hyatt, Arkansas State Library.

The Chair noted that Ms. Scott is the new library director so pursuant to the Bylaws will act as Secretary.

Ms. Faison moved to accept the minutes of the March 2nd regular meeting, as submitted. Motion duly seconded and unanimously approved.

Linda Hency reported on the Friends of the Marion County Library (FOMC) projects and coming events: The FOMC volunteers provided 186.5 hours of time to the library during March. FOMC received a \$1500.00 grant to assist the library in supplementing its inventory of books recommended in the "1000 books before Kindergarten" project. The Spring Fling will be held in the Community Building on the top floor on April 28th & 29th.

Treasurer's Report was presented and is to be filed for audit.

The Director's Report was accepted.

Ms. Bearden reported she is still waiting on final local preparations before proceeding with the new Circulation Desk and is still searching for the original county ordinance establishing the library. Ms. Bearden asked Ms. Scott follow up on the changes to the outside sign and posted hours on the door, as well as receiving estimate on installing speed bumps in the parking lot. Additionally, she asked Mr. Bryant to request a copy of our insurance policy.

Unfinished Business

Holiday and Holiday Pay Policy - After discussion, Ms. Scott is to rewrite the Holidays and Holiday Pay Policy for consideration at next month's board meeting.

Patron Responsibilities and Conduct Policy – Ms. Hulgán moved to accept the Patron Responsibilities and Conduct Policy as submitted. The motion was duly seconded and unanimously approved.

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Collection Development Policy - Ms. Hulgan moved to accept the Collection Development Policy as submitted. The motion was duly seconded and unanimously approved.

Document Style Policy – Consideration of the Document Style Policy was postponed until next month’s meeting.

New Business

Banking Resolution - Ms. Hulgan moved to designate the following persons: Judith R. Bearden, Carla Faison, Charlie Miles, and Dana E. Scott as authorized to sign on the Arvest checking account. The motion was duly seconded and unanimously approved.

Library Card and Circulation Policy - Ms. Faison moved to accept the Library Card and Circulation Policy as edited. The motion was duly seconded and unanimously approved.

Meeting Space Policy - Mr. Bryant moved to accept the Meeting Space Policy as edited. The motion was duly seconded and unanimously approved.

Exhibits and Bulletin Board Policy - Ms. Hulgan moved to accept the Exhibits and Bulletin Board Policy as edited. The motion was duly seconded and unanimously approved.

Circulation Report - Ms. Miles and Ms. Mays reported on the number of lost items and unpaid fines. Ms. Miles explained that an item is considered lost if not returned to the library and the library had lost contact with the borrower. Ms. Hyatt agreed to inquire as to the percentage of the total budget other libraries find reasonable for such items and fines. Ms. Scott and Ms. Miles will develop and implement a procedure for recovery of lost items and collection of unpaid fines.

Library Keys - Ms. Scott indicated a desire to change the existing distribution of keys to the library. After discussion, the board was evenly on the desirability of changing the current practice. The board will reconsider the key distribution issue at a later board meeting.

Meeting adjourned at 6:36 pm

Respectfully submitted:

Dana E. Scott

Dana E. Scott, Secretary