

DEC 18 2017

Dawn Moffet  
Marion County Clerk  
D.C.

Meeting called to order at 3:30pm.

**Present:** Judith Bearden, Chair; Jeri Hulgan; Carla Faison, Treasurer; Cathy Haerter  
Curt Bryant arrived shortly after the meeting began.

### Scheduled Speakers

Due to illness, Linda Hency President of the FOMCL, was absent.

Ms. Haerter moved to accept the minutes from the October 5th regular scheduled meeting as submitted. Motion duly seconded and unanimously approved.

The Treasurer's Report was presented orally and is to be filed for audit when written report is received.

The Chair sought information regarding the Directors and Officers bond and several requirements of the County budgeting process to which the board members responded. Ms. Bearden agreed to further research these topics and report to the board.

Ms. Scott reported the circulation desk will be delivered on November 13th and the library will be closed for 5 days due to Veterans Day holidays and the delivery and installation of the desk.

In response to Ms Scott's inquiry, the board requested the projector be available at the meetings. but Ms Hogan requested her packet be printed each month.

Ms. Scott reviewed the costs of providing fax service to the public and is increasing the price of fax second pages be changed to .25 instead of .10 beginning immediately. The board noted a price increase was appropriate.

Ms. Haerter asked that Ms. Scott add the E-reader download information to the monthly Quorum Court activity report. Ms. Bearden suggested that the calendar of events be added to the back of the Quorum Court activity report.

Ms. Scott asked for approval on the bathroom improvements by Jim Decker out of the 3088-0600-4002 budget. Ms. Bearden asked for confirmation from the board that Ms. Scott could proceed with the increased estimate to include the bathroom. The board agreed to the increase.

Ms. Hulgan moved to go into Executive Session at 4:17 to discuss personnel. Motion duly seconded and unanimously approved. The board returned from Executive Session at 5:30.

### Unfinished Business

Ms. Faison moved to rescind a resolution passed in October regarding the personnel budget options. Motion duly seconded, it was passed by a majority vote, Ms. Haerter abstained, as she was not a board member when the October vote was taken, and Ms. Hulgan voted no.

Marion County Library  
November 1, 2017  
Meeting Minutes

The options were reviewed again:

Option 1-3 FT 2 PT

Option 2-4 FT 1 PT for 6 months 3 FT 2 PT for 6 months

Option 3-3FT 1PT

Ms. Hulgán moved to adopt Option 1, which failed for lack of a second.

Ms. Haerter moved to adopt Option 2. Motion duly seconded, it was passed by a majority vote. Ms. Hulgán voted no.

Ms. Hulgán moved to rescind approval granted at the September board meeting regarding director's days and hours worked, as such approval could inadvertently raise a question regarding the director's salaried status. Motion duly seconded, unanimously approved.

Ms. Faison moved the library director work whatever hours are necessary to perform the job. Motion duly seconded, unanimously approved.

Ms. Faison moved the library director's vacation and sick leave be calculated the same as other county employees. Motion duly seconded, unanimously approved.

### **New Business**

**Disaster Preparedness Plan** - The disaster preparedness plan was presented to the board. The board discussed the need for a functional disaster plan specific to the library, which Ms. Scott is charged to prepare. Ms. Haerter noted that the effectiveness of any disaster plan depends on regular training and drilling of the staff.

**Insurance/Inventory Review** - Since the physical media inventory is scheduled to be completed on November 14th, the board agreed to defer these topics to the December meeting.

**Inventory Write Off** - Since the physical media inventory is scheduled to be completed on November 14th, the board agreed to defer this topic to the December meeting.

**Fines, Lost/Stolen, Missing** - Since the physical media inventory is scheduled to be completed on November 14th, the board agreed to defer these topics to the December meeting.

**Investment of Non-taxpayer Funds** - After the board reviewed the Community Foundation Documents on the investment options available and the agreement on the investment in the Leadership Fund, Ms. Hulgán moved to invest \$100,000.00 of non-taxpayer funds in a Leadership Fund at the Arkansas Community Foundation and to authorize Ms. Bearden or Ms. Faison to sign whatever documents are necessary to invest in the Leadership Fund. Motion duly seconded and unanimously approved.

**Calendar Recurring Agenda** - Ms. Faison moved to accept the Calendar Recurring Agenda Items as edited. Motion duly seconded and unanimously approved.

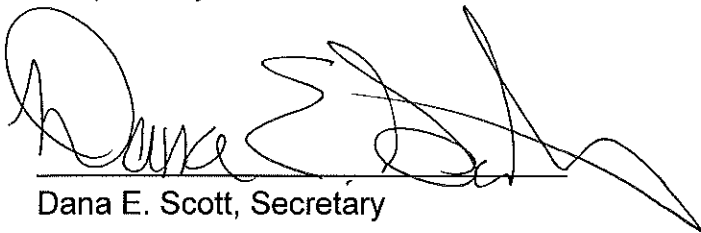
**Other New Business**

**Trustee Conduct Policy** - The board briefly discussed the Trustee Conduct Policy. Due to the late arrival of the policy, the board agreed to defer further consideration to the December meeting.

**Entry to the Director's Office** - The board discussed the availability of the key to the director's office. The board requested Ms. Scott be notified on all emergencies and that a key to the director's office would be in a lock box at the Circulation Desk. Absent a fire or other such emergency, any entry into the director's office, with or without a key, will be at the director's discretion.

Adjourn 7:10pm

Respectfully submitted:



Dana E. Scott, Secretary