

Marion County Library
November 1, 2018
Meeting Minutes

Present: Judith Bearden, Chair; Cathy Haerter, Vice Chair; Carla Faison, Treasurer; Curt Bryant, and Dana Scott, Director. Ms. Richardson's absence was excused

The business of the meeting did not proceed according to the distributed agenda in order to accommodate a trustee needing to leave early. However, the minutes will be prepared in the same order of the distributed agenda.

Scheduled Speakers:

Friends of the Marion County Library - Due to Ms. Hency's absence she will report on the FOMCL in December.

Minutes

Ms. Faison moved to accept the minutes from the October 4th regular scheduled meeting, as submitted. Motion duly seconded and unanimously approved.

Treasurer's Report

The Treasurer's report will be filed for audit.

Chair

The Chair reported she is continuing with her review of prior millage ordinances.

In an effort to have a list of all prior trustees, each current board member was assigned a former minute book to note the names of trustees listed.

Ms. Faison: 2007-2016

Ms. Bearden: 1998-2001

Ms. Haerter: 2009-2010

Mr. Bryant: 2007-2008

Director

The director reported on the library staff training, Coding and Trustee Orientation presented by Ruth Hyatt, and current staff projects. She also requested Mr. Bryant to furnish some available dates for First Aid/CPR/AED training.

Unfinished Business

Sales Tax Exempt Status-The Director has received questions from the state, regarding the submitted application. The Director will respond to those questions and advise the status of the application at the December meeting.

To accommodate Arvest Bank, the board passed two resolutions: Ms. Haerter moved to remove Charlotte Miles from the Arvest Checking account #082900872 and to authorize Ms. Bearden, Ms Faison, and Ms. Scott to sign on the said checking account. Motion duly seconded and unanimously approved.

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Mr. Bryant moved to cancel the Arvest issued Visa credit card (ending in 5469) in the name of Charlotte Miles and to authorize any employee at the director's discretion to use the Arvest issued Visa credit card (ending in 5141) only for library related purchases. The director was advised to ensure each employee knows that misuse of the card will be subject to appropriate action. Motion duly seconded and unanimously approved.

New Business

Insurance/Inventory Review:

The director advised the equipment inventory was complete but the media inventory was not entirely complete. She noted the combined value of those two inventories was greater than the amount of the library's personal property insurance coverage.

Ms. Haerter moved to increase the personal property coverage insurance to \$20,000 at the expected cost of \$50.00. Motion duly seconded and unanimously approved.

Review the value of items designated "lost/missing" from inventory:

The director reported the value of the lost/missing items is \$2052.77. She further noted it was significantly lower than 2017's lost/missing items of \$8826.95

Calendar of Recurring Board Agenda Items:

The board reviewed the Calendar of Recurring Board Agenda Items. As there were no changes or corrections, the Calendar was accepted as submitted.

Non-Agenda Items

The Director advised the board of the invoice from Jim Decker for repair and correction of water damage (excluding carpeting), which occurred on the weekend October 20th. Ms. Faison moved to pay Jim Decker's invoice in the amount of \$2560.23 out of 3088-0600-4002 fund account. Motion duly seconded and unanimously approved.

The Director advised the board of the invoice from Arkansas Correctional Industries on additions to the Circulation Desk. Ms. Faison moved to pay ACI's invoice in the amount of \$275.63 out of 3088-0600-4002 fund account. Motion duly seconded and unanimously approved.

Ms. Faison and Ms. Scott reported on the visit with the Sheriff's department on personnel security.

Meeting adjourned at 5:34pm



Dana E. Scott, Secretary