CROSS COUNTY LIBRARY

BOARD OF TRUSTEES MEETING

January 27, 2015

**Call to Order and Roll Call:** The meeting was called to order at 4:30pm by Executive Director John Paul Myrick at the Wynne Library with four Board members present; Jerry Harvey, Reta Ragland, Joy Shepherd; Claire Miller, Operations Manager for Cross County.

**Reading and Acceptance of Minutes:**

The December 16, 2014 minutes were presented for approval. After discussion, Reta Ragland motioned to adopt the minutes, Joy Shepherd seconded the motion, all aye. Motion carried.

**Public Participation and Communications:**

John Paul mentioned the thank you card from the Arkansas Educational Television Network for participating in the Mister Roger’s Sweater Drive. Cross County Library filled the huge donation box twice and all collections were picked up by the Forrest City Salvation Army.

**Financial Reports and approval of bills:**

The financial reports for December 2014 were presented. Reta asked about the salary category being at 230%. John Paul explained that we had extra funds left at the end of the year and we were able to make early payments into the payroll account. Reta also noticed that marketing and special projects were over spent. John Paul explained that the special projects line paid for the new siding on the building. Joy said she was glad to see all of the new children’s books. After the discussion, Jerry motioned to approve the financial reports. Reta seconded the motion. All aye, motion carried.

**Operation Reports:**

Claire Miller presented the Branch Manager Report and the Year End report for 2014 for Cross County Library. Each Trustee was presented with a book mark for Chilton’s, Testing and Education Center, Career Transitions, and Power Speak Languages. They also received a flyer for free driver’s education training through our website and a book mark for OverDrive. Claire touched on the Christmas Parade, The Holiday Open House, The Teen Club donations, and upcoming events. She also mentioned Leigh Ann Bullington’s Healthy Eating on a Budget and the exciting prospect of hosting cooking classes once a month at the library. For a fee, Leigh Ann can teach a Mediterranean Cooking Class. Joy Shepherd said that through the grant Cross Ridge just received, she would be willing to pay for the Mediterranean Cooking Class. The program lines up with the grant guidelines. Claire was very appreciated of this gesture. Joy Shepherd motioned to approve the operations reports. Jerry seconded the motion. All aye, motion carried.

**Unfinished Business:**

The Trustees had asked John Paul to review the current policy on paying for an employee’s Master’s Degree in Library Science. He presented the policy and explained that Tess had obtained a scholarship for her first few courses. The policy states that if the employee maintains a certain grade point average, ECARLS will pay for the classes until they can qualify for the scholarship from the Arkansas State Library. In effect, Tess saved us $2,000 by obtaining the first scholarship. We have submitted paperwork to the State Library for her new scholarship. John Paul recommended that the Trustees approve him to pay $1,000 towards Tess going to China. Reta motioned to approve the $1,000 towards Tess’s trip to China. Jerry asked if we Tess could make a presentation to the Trustees when she returns. John Paul said that shouldn’t be an issue. He asked Reta to rephrase her motion. Reta then motioned to approve spending $1,000 towards Tess’s trip to China with the requirement that she makes a presentation to the Trustees upon her return. Jerry seconded the motion. All aye, motion carried.

**New Business:**

Election of 2015 County Board Officers

John Paul explained that the Trustees were required to appoint a Chair, Vice Chair, and Treasurer for 2015. Upon discussion, Joy made the nomination for Reta to be Chair. Reta then nominated Joy for Vice Chair. Reta nominated Kitty for Treasurer since she is already signee on the Bank Accounts. By acclimation, Reta was appointed Board Chair, Joy was appointed Vice Chair, and Kitty was appointed Treasurer. There was also discussion about adding Joy to the accounts as a signee since she is closer to the library. Joy agreed to do so.

Presentation of ECARLS Personnel Policies (2015 edition)

John Paul presented each Trustee with a copy of the revised ECARLS Personnel Policies. He mentioned that Cross County had just completed a revision to their policy and it is recommended that the library’s policy be equal to or better than the county policy. John Paul said that the left the best parts of our policy and added in parts where the policy was lacking, such as the FMLA policy. The Trustees will have time until the next Board Meeting to study the new policy and ask questions.

Friends of the Library

George Anne Draper was asked to leave the room temporarily. John Paul told the Trustees that the Friends of the Library had been nominated by the library and the Cross County Arts Council to be honored as the 2014 Civic Organization of the Year at Chamber Banquet. He asked if any of the trustees wanted to sit at the table he had reserved for the library.

Building Discussion

John Paul discussed the idea that the current library does not meet the square footage needs of our community. We need additional technology, programming space, meeting rooms, and gallery space. If we expand the current building it will create security issues due to layout. Currently, Mayor Stacy is wanting to use economic development money to build a new City Hall. He wants the space between First National Bank and Cross County Library. John Paul asked the Trustees to think about the best place for the library to be located. Jerry said that what the library provides will draw people, not necessarily where the library is located. John Paul asked if the Trustees could forsee backlash from the community if the library moves out of downtown. Joy Shepherd said yes but there will probably be grumbling if any change is made. John Paul showed a model of the proposed farmer’s market and splash pad downtown. He showed the library being in the Jada Sims building. He asked the Trustees for permission to go and talk to Mayor Stacy and see if he would be willing to buy the library building since it is close to their desired location and use the revitalization money to bring more life to downtown Wynne. Jerry asked if we could possibly have a tour of the area so they could see what John Paul was envisioning. John Paul said he would be happy to set up a tour. The Trustees agreed that John Paul should go and see Mayor Stacy and talk about his idea.

Personnel Issue

John Paul mentioned that we were currently experiencing a personnel issue at the library in Wynne. He wanted the Trustees to be aware because the last time he had disciplined this employee, he received push back from a Trustee. The Trustee said that he had been complaining about this particular employee. He wasn’t aware that he had been doing so. He explained that this employee had received written reprimands and had just been sent home for the second time without pay. Joy said that he was being extremely generous. Jerry said that if the current personnel policy was equivalent to the new one, he believed that John Paul was in his rights to do what was necessary. He let the Trustees know that there would probably be news around town because this employee had spread word last time she was sent home without pay, to the point of telling people she had been fired when that was not the case. Reta said that discipline and termination were within John Paul’s job description to take care of.

**Trustee Comment Period:**

None.

**Adjournment:**

Joy Shepherd motioned to adjourn the meeting at 5:50pm. Reta Ragland seconded the motion. All aye, motion carried.

Respectfully submitted,

Claire Miller

Operations Manager, Cross County Library