

## **Southeast Arkansas Regional Library**

### **MINUTES**

Regional Board Meeting

October 11, 2021

The Southeast Arkansas Regional Library Board met at the Monticello Branch Meeting room and via Zoom on Monday, October 11, 2021. After a few minutes delay because of technical issues, the meeting was called to order by Board President, Kim Forrest. The minutes of July 19, 2021 were presented in printed form. Sandra Crofford made the motion to approve the minutes as presented, seconded by Diane Parnell and the minutes were approved. The financial report was presented in printed form. Cristy Dunnahoe made the motion to approve, Sandra Crofford gave the second and the motion was approved.

The Director's report included changes that will be happening soon in the Region. A new part-time person, Madison Hough, was hired to take over cataloging at headquarter. Madison also works part-time for the Monticello Branch. Jennifer Knight is now the new Digital Projects Coordinator. The new website is being developed and should launch in November.

There was no old business. First under new business was Policy Changes. Policy change #1 was to the Meeting Room policy. Dinah Cox made the motion to accept the changes. Mack Jewel Grant gave the second and the motion was approved. The second policy change was to Gifts and Donation. Changing the policy to reflect the Region rather the Library gives the understanding that the gift could be used at other branch location other than where the items were donated. Mack Jewel Grant made the motion and Gaynell Jamison gave the second and the motion passed. New Social Media policies were next on the agenda. The Region currently has no policies to regulate social media used either by patrons or by staff. Cristy Dunnahoe made the motion to accept Patron Policy Social Media. Diane Parnell gave the second and the motion passed. Sandra Crofford made the motion to accept Library Management Social Media . Dianna Harmon gave the second and the motion passed. Also, under new business was the Christmas bonuses. Nancy Vittitow made the motion to accept the recommendation of the budget committee to award Christmas bonuses for the amounts of \$250 for HQ star staff with 10 years or more, \$200 for those less than 10 years, and \$100 for Library Assistants. Jerry Moore seconded the motion and the motion passed. Next on the agenda, the 2022 budget was presented in printed form. The Director pointed out changes to the proposed budget. There was a loss of \$4221.00 from state aid. Some line items were renamed for better clarity. The Director pointed out that the new budget included a 5% raise for Branch Managers and HQ staff. After discussion, Dianna Harmon and Mack Jewel Grant made the motion to amend the budget committee's recommendation to include the Director in the raise. Jerry Moore made the motion to accept the budget with the changes. Vern Wilson made the second and the motion passed.

The last item on the agenda was the Scholarship application. Madison Hough, part-time Regional cataloger & Monticello Branch employee, would like to apply for scholarship assistance through the Arkansas State Library. The applicant must have completed 12 hours toward their degree and agree to work in an Arkansas Library one year after completion of their degree. Madison is a great addition to the Regional staff. Nancy Vittitow made the motion to accept the recommendation

by the Director to sponsor Madison Hough. Sandra Crofford made the second and the motion was approved.

The next Regional Board meeting will be held on January 24, 2022 in Desha County. A letter will be sent after the details have been arranged. A motion was made by Gaynell Jamison and seconded by Dinah Cox to adjourn. After the meeting, the board enjoyed lunch provided by the Region.

Members present: Sandra Crofford, Dinah Cox, Cristy Dunnahoe, Mack Jewel Grant, Dianna Harmon, Kim Forrest, Gaynell Jamison, Jerry Moore, Diane Parnell, Elgenia Ross, Nancy Vittitow, Vern Wilson, and Director, Judy Calhoun. Via Zoom: Karen Anderson, Debby Bland, Jeri Brewer, Cliff Morgan, Cindy Smith, and Vertie Staples.