

Regional Board Meeting Minutes

October 16, 2023

Board President, Ruth O'Loughlin, called the Southeast Arkansas Regional Library Board meeting to order at 10:32 am. Those in attendance & via zoom were board members Judge Jessie Griffin, Larry Alexander, Sandra Crofford, Dinah Cox, Cristy Dunnahoe, Kim Forrest, Mack Jewel Grant, Dianna Harmon, Jerry Moore, Ruth O'Loughlin, Diane Parnell, Reathel Privett, Elgenia Ross, Vickie Ross, Vern Wilson, and Regional Director, Judy Calhoun. Visitors included: Robin Cook & Jennifer Knight.

President O'Loughlin opened the meeting asking for board members to remember Judi Fava, who fell and broke her hip. Minutes of the July meeting were under review. Sandra Crofford made the motion to accept the minutes as presented, seconded by Diane Parnell, motion passed. The financial report was presented in printed form. The Simmons bank account was closed and the money moved to Union Bank as a capital fund item. Kim Forrest made the motion to approve the report, Cristy Dunnahoe gave the second and the motion was approved.

Director's Report:

The Director report included an update on Arkansas Act 372 and the preliminary injunction against two sections of the Act, new policy revisions, and technology updates. The Region welcomed two new staff members. Kristin Finch was hired at the Regional Headquarters as the collection developer and cataloger. Yvonne Berry has joined the Dumas Branch as the new library assistant. A motion to approve the Director's Report was made by Elgenia Ross and seconded by Larry Alexander.

Old Business:

There was no Old Business.

New Business:

First item in new business was policy changes. First Policy was 7.5 Records Retention and Disposal. Jerry Moore made the motion to accept the new policy, Reathel Privett gave the second and the policy was approved. The next policy was a revision of 9.9 Travel Regulations for Branch Personnel. The mileage rate was removed and replaced with "the current Arkansas rate found at <https://www.dfa.arkansas.gov/travel-portal/faqs/#mileage>". Sandra Crofford made the motion for the changes, Kim Forrest made the second and the motion was approved. The next policy revision was for 11.4 Payroll which addressed the changes to Direct Deposit. Jerry Moore made the motion to approve as presented, Vern Wilson made the second and the motion was approved. A new policy 12. Purchasing Expenses and Reimbursement Policy was next on the agenda. Cristy Dunnahoe made the motion to accept the new policy, Reathel Privett made the second and the policy was approved.

Next item on the agenda was the 2024 budget. The Director presented an updated 2024 revenue projection. The projections from all counties were available by the board meeting so the Director was able to present them. The income from State Aid was down but revenues in some counties

was up over last year's budget. The 2024 budget breakdown was also presented. Diane Parnell made the motion to accept the budget. Kim Forrest made the second and the motion passed.

Christmas bonuses were next on the agenda. The Director proposed the same amounts as last year. \$250 for Headquarters staff and branch managers that have worked over 10 years. \$200 for HQ staff and managers who have worked less than 10 years and \$100 for library assistants. A motion was made by Sandra Crofford and seconded by Dianna Harmon to pay the Christmas bonuses. The last item on the agenda was the board by-law changes. It was suggested that the board meetings be moved back a month to allow more time to received revenue projections from the counties. The suggestion was to move board meeting to the second Monday of February, May, August, and November. The board will vote by email in 30 days.

Correspondence:

The Director passed out the 2023 Audit Report for the board to peruse and discuss at the next meeting. A letter from the State Auditor was also shared. The letter states that the Warren Branch Library has \$230 unclaimed. The Director will look into the claim.

Public Comment:

There was no public comment.

Announcements:

The date of the next Regional Board meeting will be announced after the vote. A letter will be sent after the details have been arranged. The meeting was adjourned