

## **Southeast Arkansas Regional Library**

### **MINUTES**

Regional Board Meeting

October 19, 2020

The Southeast Arkansas Regional Library Board met virtually via Zoom on Monday, October 19, 2020. The meeting was called to order by Board President, Sandra Crofford. President Crofford welcomed the new Chicot County board members, Vertie Staples, Ruth O'Loughlin, and Bettye Presley.

The minutes of July 20, 2020 were presented in printed form. There were two corrections to the minutes noted. Reathel Privett made the motion to approve the minutes as corrected, seconded by Mack Jewel Grant and the minutes were approved. The financial report was presented in printed form. The Director pointed out the content insurance line item that is over budget and it will be adjusted for the 2021 budget. Elgenia Ross made the motion to approve, Cindy Smith gave the second and the motion was approved.

The Director read over her report to the board. The report included updates on Covid situation in the Region. The Director stated that the five primary branches have reopen for the 2<sup>nd</sup> & 4<sup>th</sup> Saturdays of each month. The Region elected not to conduct its annual fall workshop this year and instead paid for registration for all branch managers to attend the Association for Rural & Small Libraries and the Arkansas Library Association virtual conferences. Mack Jewel Grant made a motion to accept the Director's report, seconded by Reathel Privett.

Under unfinished business, the Director gave an update on moving regular employee's payroll to direct deposit. All regional employees agreed to the proposal. Commercial Bank offered the service at no cost to the region. Ruth O'Loughlin made the motion to change to direct deposit for regular employees' payroll. Cristy Dunnahoe made the second and the motion was approved.

First under new business was a new county claim form. The Lincoln County Clerk's office received a "finding" from the Arkansas Legislature Auditor for not having approval for claims paid out of the library fund. The finding was against Lincoln County for improperly removing funds from the Library fund without board approval, however the County Clerk requested new paperwork from the region. The Director and Secretary/bookkeeper, Stacey McKeown examined the old claim form and determined that it needed some clarification. The Director presented the revised claim form and stated that if approved, the new form would be sent to all counties. Reathel Privett made the motion to adopt the new claim form. Mack Jewel Grant made the second and the motion was approved. Next under new business, the Director stated that \$12,000 was added to the 2019 Lincoln County Library budget but was not part of the region's 2019 budget. The money was collected. The budget committee made the recommendation to use the money to replace the Star City Library outdated computers. Reathel Privett made the motion to accept the recommendation, Cristy Dunnahoe second and the motion passed.

2020 Christmas bonuses was next on the agenda. Based on the amount of budget that will be remaining at the end of the year, the budget committee recommended \$250 for headquarter staff and managers who have worked ten years or more. \$200 for headquarter staff and managers that have worked less than ten years and \$100 for library assistants. Elgenia Ross made the motion to

accept the recommendation of the budget committee and Gaynell Jamison made the second. The motion was approved. The tentative 2021 budget was sent in the board packet. The Director pointed out that we are still waiting for projection figures from 3 counties so this is a tentative budget and will be revised at the January meeting. The Director noted that the Region would be losing \$8,175.00 in state aid for 2021. Cristy Dunnahoe made the motion to accept the proposed budget. Mack Jewel Grant made the second and the budget passed.

Under announcements, Mack Jewel Grant voiced her concerns over the rodent problem at the Dermott Library. There is an abandoned building next to the library and apparently it has a rodent infestation problem. The Director advised Ms. Grant to speak to the mayor and city council members concerning the problem.

The next Regional Board meeting will be held in Desha County (tentatively). A letter will be sent after the details have been arranged. A motion was made by Reathel Privett and second by Gaynell Jamison to adjourn and the meeting was adjourned

Members present by Zoom: Jerry Bailey, Debby Bland, Sandra Crofford, Cristy Dunnahoe, Kim Forrest, Mack Jewel Grant, Gaynell Jamison, Ruth O'Loughlin, Diane Parnell, Bettye Presley, Reathel Privett, Elgenia Ross, Vicki Ross, Vertie Staples, Cindy Smith, Vernestine Wilson, and Director, Judy Calhoun. Phone In: Cliff Morgan