

Johnson County Public Library
Board Meeting Minutes
January 20, 2022

Present: Alvin Mason, Heather Patton, Misty Hawkins, Reagan Eisele, and James Ritchie.

Call To Order:

Heather Patton called the meeting to order at 5:30 p.m.

Minutes from the previous meeting were reviewed. Changes to the minutes- \$316.96 for the book sale. Alvin Mason made a motion to accept the minutes from the meeting with the changes made to item B under the library report. Reagan seconded. Motion carried.

Treasurer's Report:

Alvin Mason gave the Treasurer's report with a balance of \$15, 683.43 in the checking account, \$846, 242.32 in County Revenue, \$890,656.90 in Investment Savings, \$12, 603.02 in 501c3 account, and \$2,482.00 in the Endowment Account. Total of \$1,767, 667.67. Reagan made a motion to accept the Treasurer's Report as read, Alvin Mason seconded. The motion passed. Discussion about report- endowment hasn't changed due to our update on that being in July. As the board we really need to figure out how we would like to invest and spend some of this money.

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Library Report:

- A) Rapid At-Home Covid Tests- free from the state for us to give out to the community. 720 kits have been distributed over 4 different days. Each kit contained 2 tests for a total of 1440 tests distributed to the community. This was done via curbside pick-up.
- B) Tech Tuesday is continuing.
- C) Story-time at 9:30 on Thursday mornings, then a zoom story-time at 9:45 and story-time at Kid Care with a craft as well. Due to covid concerns no in-person story time is currently taking place and all story times are via zoom. Story-time via zoom is about 5-10 people.
- D) Outreach Story-time at MAC and Friendship- read Thanksgiving and Christmas stories. Both MAC and Friendship have expressed interest in their clients coming to the library for a library tour.
- E) Christmas story walk at Cline park. Merry Christmas Curious George in English and in Spanish.

- F) Future idea (post covid) of visiting the local nursing home and providing them with a delivery type of service for them to check out books.
- G) Heating equipment process- sterilizes books for bed bugs and germs- we were just waiting to fill up the carts of return items that were full and then sterilizing about once a week. That process put books into limbo for a while. Now we are able to check books in and immediately treat them to get them back out onto the shelves or passed along to another branch for holds if needed.
- H) James (Jimmy) Ritchie has completed his Masters Degree in Library and Information Studies.
- I) Part-time clerk position has quit. That job posting is now live and we are currently receiving applications and resumes. Misty and Jimmy will get the finalists picked and then consult the board before any hires are made.
- J) Linda Self is our temporary employee but has been asked to fill in during this short staff time. Jimmy will ask the county clerk about her contract to see if there is an expiration on that contract.

Alvin Mason made a motion that we accept the library report, with the addition of adding the February 1st application deadline for the part-time clerk position. Reagan seconded. The library report was accepted with the February 1st date addition. Board will meet again on February 1st at 5:30.

Executive Session

Alvin Mason made a motion to move the board into executive session. Board went into executive session.

Regional Report

Misty Hawkins- Regional Director Report

CARES Act money was used to purchase the book sanitizing system for each of our branches. Carts were also ordered for the sanitizing machines to sit on. Hand sanitizer kiosk stations to set us up for self check-out and digital signings, etc. Additionally, book lockers were purchased to set up around Johnson County for citizens who may not be able to drive into our main branch. This also gives patrons the options to pick up their items with no contact. Each patron will have a pin that they will use to get their books out of the book lockers. Also, book drops will be placed strategically around the county for patrons to return their library books to. This will be added to the already existing library route (with the book mobile van).

Brief mention of the memo that went out about Library boards. Misty will keep us posted on how this plays out. Likely there will need to be a legislative change, via the state. Misty will just keep us updated as how this plays out.

Cable/Wiring Project- the region sent a representative from a tech company to see about updating our cable and wiring and making sure we are getting the speeds we are paying for by upgrading. Clarksville branch is the top priority. Looking at region and county branches partner together financially to tackle this project. Looking to have this done in 3 months (90 Days).

American Rescue Act- Update on digitization project: films have been sent off and are being scanned however we may have to hold off a bit on our local history/in house collections to use some of this funding for our wiring project. Some of our microfilm was so old or damaged and that has slowed down their processing. This project won't be finished until the end of December.

Additionally, a mobile outreach vehicle (Van) has been ordered and will be ready in 5 months. Were able to use a State contract to get a new vehicle at a better price.

Emergency Connectivity Funds- distributing hot spots and laptops. Also partnered with the River Valley Adult Learning Alliance and did the same paperwork process and were able to get them 10 hot spots and 10 laptops per county to go out and teach GED / ESL Classes.

Overdrive- Going to purchase some EBooks. Johnson County- half of circulation is e-content.

Old Business:



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- Termite Coverage- This has been installed. \$1,396.13 for the install, treatment, and warranty.
- ARPA Funds- the priority for this has changed to use CARES act money (response to pandemic needs) Additional items that we discussed as needing that will still be a priority but we will discuss using our mileage on or the ARPA funds: items that we could use improvements on: Heating/Air Units, Electric issues- limited outlets, discussed the walkway leading into the library and how the walkway can be a safety issue with the missing bricks, cracks, etc. Looking to get that brick replaced or a crosswalk installed there. Jimmy will work on putting together quotes for the board to review with renovations needed to the library.
- Temporary employee has been given additional responsibilities due to the library being short staffed.
- Security system- still haven't received a quote due to the company being so backlogged due to pandemic issues.

- Voicemail system at the library has yet to be fixed but Jimmy is working on that and trying to get someone else to get that fixed.
- Sewer and plumbing problem has been fixed- Amy and Kathy kept having to have the plumbers come to fix our plumbing and it was recently discovered that due to a removal and relocation of a gas meter, it messed up the plumbing, and now whoever moved the meter, or was in charge of that, is paying for the damages and fixing of the plumbing at the library location.

New Business:

Amy Wallace Resignation- Amy does not intend on returning after maternity leave and her resignation letter was her two-week notice. Misty and the board will review a job posting and job responsibilities and get that position posted soon. We will revisit this at the February 1st meeting. We will have to get with Herman Houston on what the advertising process for the position will look like. At the February 1st meeting we will readdress and appoint an interim for this position.


Adjournment:

Raegan made a motion to adjourn. Alvin Mason seconded. The motion carried. Heather Patton adjourned the meeting at 6:38 p.m.



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Respectfully submitted,
Alicia Merritt, Secretary



President

4-7-22

Date