

**Pope County Library System**  
**Board of Trustees' Regular Meeting**  
Pope County Library  
Heritage Hall

**Minutes**

January 18<sup>th</sup>, 2017

**I. Call to order**

Bob Hardin called to order the regular meeting of the Pope County Library System Board at 4:00 p.m. on Wednesday, January 18<sup>th</sup>, 2017.

**II. Roll call**

The following people were present: Bob Hardin, Mariola Payne, and Kay Sunderland. Others present: Karen Womack, past Chair; Dana Gann, Charlotte Goodwin, and Kevin Massey Staff Representatives; Dr. Van Tyson, *Atkins Chronicle/Dover Times*; and Shawn Pierce, Director.

**III. Motion to approve the October 12<sup>th</sup>, 2016 minutes.**

Motion: Payne

Second: Sunderland

Approved: Unan

**IV. Motion to transfer \$976 to the Memorial Account to pay Keener Construction for the door purchased and installed for the Dover Public Library.**

Motion: Payne

Second: Sunderland

Approved: Unan

**V. Motion to use the full amount of the Hubbard Estate\* to help pay for the Pope County Roof.**

Motion: Sunderland

Second: Payne

Approved: Unan

\* \$6,327.27 plus any accrued interest.

**VI. Motion to approve the Financial Report.**

Motion: Gray

Second: Hardin

Approved: Unan

## VII. Unfinished Business

## VIII. New Business

### **The Board moved to approve the 2017 meeting dates and times of the Pope County Library Board.**

Motion: Payne

Second: Sunderland

Approved: Unan

The PCLS Library Board met for its organizational meeting on Wednesday, January 18<sup>th</sup>, 2017 in the Heritage Hall located next door to the Pope County Library in Russellville. The Board congratulated Karen Womack on her retirement from the Board after serving from 2007 – 2016 and presented her a plaque for her service with pictures of the board afterward.

Director Pierce gave the Financial Report which included discussion of the success of Unique Management Services, 2017 Budget Highlights, cancellation of two electronic databases: Auto Repair and Small Engine Repair. Pierce announced that the System has County approval for authors to sell their books in the County Libraries who donate a percentage back to the library. After a short discussion of the 5K Race for Literacy, the Board suggested the date be moved due to the scheduled date of the Atkins Picklefest and requested the Library Foundation sponsor it. Director Pierce requested that Charlotte Goodwin take over the monthly Financial Report to the Board. The Board would then receive reports from all three of the Library Administration: Pierce, System planning and implementation – Legislation, Goal measurement and Capital Improvement; Dana Gann, Branch Services (Assessment of services, staff training needs, and Statistics) and Goodwin, Finance (assessment of line item usage, and budget recommendations.)

The Director's Report included announcement of a new web page in the works; Receipt of Environmental Report of normal mold levels and replacement of the Pope County Library roof after bids placed in paper; Staff System Training given Thursday, January 11<sup>th</sup> including introduction of County Human Resources Director Donna Ashley, and Overdrive Training and Bookstore Marketing. Additional training was announced for 2017. The Library Administration will start work on a Business Plan to plan services while considering our current budget, market those services, and better assess how we are doing.

Dana Gann emphasized how happy she was we were within normal mold levels for a library and announced the System has an Intern who is creating an Access database so that

the staff can enter the monthly usage statistics one time, and she can utilize it for the monthly report and Pierce can use it for the Annual Report for the Arkansas State Library.

Kevin Massey gave a short Branch Report on the upcoming branch fundraiser “Sweets for Your Sweetie” Saturday, February 11<sup>th</sup> from 9 a.m. – 1 p.m. to raise funds for programming. Massey invited the Board to donate sweets for the sale and announced that there will be a celebration of Dr. Seuss’ birthday, Saturday, February 25<sup>th</sup> from 9 a.m. – 1 p.m. The Pope County Sheriff’s Office will provide security for the event that draws typically 200 – 250 visitors each year.

Pierce announced that she is asking, as the monthly Board meetings rotate through the Branches, that the Branch Managers have a short presentation, announcement, or tour of the library so the Board can be better familiar with the Branches.

## **IX. Adjournment**

**Meeting adjourned at 5:13 p.m.**

Motion: Payne

Second: Sunderland

Approved: Unan

Minutes submitted by: Shawn Pierce

Minutes approved by: \_\_\_\_\_

*The next Regular Board of Trustees’ meeting will be 4 p.m., Wednesday, February 15<sup>th</sup>, 2017  
at the Hector Public Library.*