

Pope County Library System
Board of Trustees Regular Meeting

Russellville Library Heritage Hall

Minutes

January 27, 2021

I. Call to Order

Brent Etzel called to order the regular meeting of the Pope County Library Board at 3:25 p.m. on Wednesday, January 27, 2021.

II. Roll Call

In attendance were BOT members Naomi Berry, Brent Etzel, acting chair, Gary Rowland arrived at 3:43, and Lawanda Dale participated via phone.

Also present were PCLS staff Sherry Simpson, Interim System Director; Dana Gann, Assistant System Director; Deborah Jacques, and Joe Pearson, Quorum Court Liaison.

III. Approval of Minutes

The Board moved to approve the October 21, 2020 minutes.

Motion: Berry Second: Dale Unanimous: X

The Board moved to approve the November 10, 2020 budget meeting minutes.

Motion: Dale Second: Berry Unanimous: X

IV. Director's Report

Simpson discussed the county's new employee evaluation system and how it required valid job descriptions. Two job descriptions were discussed in depth. Department Head – Finance was written as a clerical position when in fact it was in fact more of a system wide CFO position.

The Board moved to approve the revised job description and the request for reclassification for the Finance Director position.

Motion: Berry Second: Dale Unanimous: X

It was also pointed out that there was no job description for Assistant Department Head – Cataloging / Tech Services position that Breta Morrison currently holds. The two job descriptions that had in the past been used to partially cover her position were no longer valid. At that time, her position was clerical in nature and technology support was outsourced. The position has

morphed into one that is responsible for all aspects of technological infrastructural support for the network and all branch technology.

The Board moved to approve the job description with corrections to the task line numbers and the request for reclassification for the Technology Support Specialist.

Motion: Dale Second: Berry Unanimous: X

The Board moved to approve the increase in salaries the Finance Director and Technology Support Specialist.

Motion: Rowland Second: Berry Unanimous: X

It was pointed out to the Board that some parttime staff are currently paid more than the assistant branch managers who supervise them.

The Board moved to approve the increase in salaries of the assistant branch managers.

Motion: Dale Second: Berry Unanimous: X

V. Adjournment.

The Board moved to adjourn at 4:05 p.m.

Motion: Rowland Second: Berry Unanimous: X