

**Pope County Library System**  
Board of Trustees Regular Meeting  
Russellville Admin and Outreach Building  
Minutes  
October 15, 2025

I. **Call to Order**

Luke Heffley called to order the regular meeting of the Pope County Library Board at 4:00 p.m. on Wednesday, October 15, 2025.

II. **Roll Call**

In attendance were BOT members: Luke Heffley, Vice Chair; Polly Hardin; and Naomi Berry.

Also present were Riley Taurone, System Director; Amanda Baillie, Assistant Director; Bill Sparks, Quorum Court Liaison; Ben Cross, Pope County Judge; and Sarah Moore, Russellville Branch Manager.

Present via phone was Verna Boxnick.

Absent: Gary Rowlands, Judy Mays, and Deborah Jaques, Director of Finance.

III. **Approval of Minutes**

The Board moved to approve the September 17, 2025, Regular BOT meeting minutes.

Motion: Hardin Second: Berry Unanimous: X

IV. **Old Business**

The Board moves to approve the dissolution and restructuring of the Bookmobile and Outreach Services position.

Motion: Hardin Second: Berry Unan: X

The Board moves to approve the creation of the part-time Book Courier and Maintenance position.

Motion: Boxnick Second: Hardin Unan: Heffley Opposed



The Board moves to approve the creation of the part-time Bookmobile Programming Librarian position.

Motion: Hardin

Second: Berry

Unan: X

The Board moves to approve the dissolution and restructuring of the Assistant Genealogy position.

Motion: Boxnick

Second: Berry

Unan: X

The Board moves to approve the creation of the part-time Genealogy Clerk position.

Motion: Boxnick

Second: Hardin

Unan: X

The Board moves to approve the creation of the part-time Assistant Genealogy position.

Motion: Boxnick

Second: Hardin

Unan: X

The Board moves to approve the 2026 Library Budget as presented.

Motion: Berry

Second: Hardin

Unan: X

V. **New Business**

The Board moves to approve changing the hours at Atkins on the second Saturday of the month, currently 10 am to 4 pm, to 9 am to 1 pm.

Motion: Berry

Second: Hardin

Unan: X

VI. **Adjournment**

The Board moved to adjourn at 5:30 p.m.

Motion: Heffley

Second: \_\_\_\_\_

Unan: X



**Pope County Library System**  
**Board of Trustees Regular Meeting**  
**Hector Public Library**  
**Minutes**  
**September 17, 2025**

**I. Call to Order**

Gary Rowlands called to order the regular meeting of the Pope County Library Board at 4:03 p.m. on Wednesday, September 17, 2025.

**II. Roll Call**

In attendance were BOT members Gary Rowlands, Chair; Luke Heffley, Vice Chair; and Polly Hardin.

Also present were Riley Taurone, System Director; Amanda Baillie, Assistant Director; Deborah Jaques, Director of Finance; Ruth Mason, Hector Branch Manager; Bill Sparks, Quorum Court Liaison; and Ben Cross, Pope County Judge.

Absent: Naomi Berry, Verna Boxnick, and Judy Mays.

**Approval of Minutes**

The Board moved to approve the August 20, 2025, Regular BOT meeting minutes.

Motion: Heffley

Second: Hardin

Unanimous: X

**III. Old Business**

There was no old business.

**IV. New Business**

The following items were provided to the BOT for review:

2026 Budget Draft

Job Restructure and Description Drafts

**V. Adjournment**

The Board moved to adjourn at 5:00 p.m.

Motion: Hardin

Second:       

Unanimous: X



**Pope County Library System**  
**Board of Trustees Regular Meeting**  
**Atkins Centennial Library**  
**Minutes**  
**August 20, 2025**

**I. Call to Order**

Gary Rowlands called to order the regular meeting of the Pope County Library Board at 4:00 p.m. on Wednesday, August 20, 2025.

**II. Roll Call**

In attendance were BOT members Gary Rowlands, Chair; Luke Heffley, Vice Chair; Polly Hardin; Verna Boxnick, and Naomi Berry.

Also present were Riley Taurone, System Director; Amanda Baillie, Assistant Director; Deborah Jaques, Director of Finance; Kim Tise; Atkins Branch Manager; Benita Drew and Susan Waggoner, Russellville Circulation Clerks; and guest Edna Smith.

Absent: Judy Mays, MLS of Record; Ben Cross, Pope County Judge; and Bill Sparks, Quorum Court Liaison.

**Approval of Minutes**

The Board moved to approve the April 16<sup>th</sup>, 2025, Regular BOT meeting minutes.

Motion: Boxnick      Second: Hardin      Unanimous: X

**III. Old Business**

The Board moves to approve the revised Heritage Hall Use Policy

Motion: Heffley      Second: Hardin      Unanimous: X

**IV. New Business**

The Board moves to approve the Assistant Branch Manager-Branch Libraries Job Description.

Motion: Hardin      Second: Berry      Unanimous: X



The Board moves to approve the Assistant Branch Manager-Headquarters Library Job Description.

Motion: Hardin Second: Boxnick Unanimous: X

The Board moves to approve the revised and combined Pope County Library Circulation policy.

Motion: Heffley Second: Boxnick Unanimous: X

**V. Adjournment**

The Board moved to adjourn at 5:19 p.m.

Motion: Heffley Second: Boxnick Unanimous: X



**Pope County Library System**  
**Board of Trustees Regular Meeting**  
**Russellville Headquarters Library Administration Building**

Minutes

April 16, 2025

**I. Call to Order**

Gary Rowlands called to order the regular meeting of the Pope County Library Board at 4:00 p.m. on Wednesday, April 16<sup>th</sup>, 2025.

**II. Roll Call**

In attendance were BOT members Gary Rowlands, Chair; Polly Hardin; Verna Boxnick, and Naomi Berry.

Also present were Riley Taurone, System Director; Amanda Baillie, Assistant Director; Deborah Jaques, Director of Finance; Judy Mays, MLS of Record; Ben Cross, Pope County Judge; Bill Sparks, Quorum Court Liaison; and Mary Ella Yamashita, Marketing Librarian.

Absent: Luke Hefley, Co-Chair

**Approval of Minutes**

The Board moved to approve the March 19, 2025, Regular BOT meeting minutes.

Motion: Berry

Second: Boxnick

Unanimous: X

**III. Old Business**

The Board took no action on the Heritage Hall Use Policy.

**IV. New Business**

No new business.

**V. Adjournment**

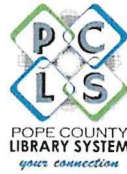
The Board moved to adjourn at 4:55 p.m.

Motion: Hefley

Second: Boxnick

Unanimous: X





Pope County Library System

Mary Ella Yamashita  
Marketing Librarian  
(479) 968-4368, ext. 212  
[myamashita@popelibrary.org](mailto:myamashita@popelibrary.org)

July 16, 2025

FOR IMMEDIATE RELEASE:

### **PCLS BOARD OF TRUSTEES JULY 16 MEETING CANCELLED**

**Russellville, Arkansas:** The July 16 PCLS Board of Trustees meeting has been cancelled. The next meeting will take place on Wednesday, August 20, at 4:00 pm at Atkins Centennial Library.

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Pope County Library System

Mary Ella Yamashita  
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May 21, 2025

FOR IMMEDIATE RELEASE:

### **POPE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES MEETING CANCELED**

**Pope County Arkansas:** The Pope County Library System Board of Trustees (BOT) meeting scheduled for May 21 at the Dover Public Library has been canceled. The next meeting will be held on July 16 in Russellville at 4:00 pm at the Administration and Outreach Meeting Room.

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**Pope County Library System**  
**Board of Trustees Regular Meeting**  
**Hector Public Library**

Minutes

March 19, 2025

**I. Call to Order**

Gary Rowlands called to order the regular meeting of the Pope County Library Board at 4:00 p.m. on Wednesday, March 19, 2025.

**II. Roll Call**

In attendance were BOT members Gary Rowlands, Chair; Luke Hefley, Co-Chair; Verna Boxnick, and Naomi Berry.

Also present were Riley Taurone, System Director; and Deborah Jaques, Director of Finance; and Bill Sparks, Quorum Court Liaison.

Absent: Judy Mays, MLS of Record; Ben Cross, Pope County Judge; Bill Sparks, Quorum Court Liaison; Polly Hardin; and Amanda Baillie, Assistant Director.

**Approval of Minutes**

The Board moved to approve the January 15, 2025, Regular BOT meeting minutes.

Motion: Hefley      Second: Berry      Unanimous: X

**III. Old Business**

No old business

**IV. New Business**

The Board took no action on the Heritage Hall Use Policy.

The Board moved to approve the early closure of the Atkins, Dover, Hector, and Russellville libraries for training with the Arkansas State Library on Friday, April 11<sup>th</sup>, 2025, at 12 p.m.

Motion: Boxnick      Second: Berry      Unanimous: X

*E. Riley Taurone*

V. Adjournment

The Board moved to adjourn at 4:40 p.m.

Motion: Heffley

Second: Boxnick

Unanimous: X

E. Riley Taurone

## Pope County Library System

### Board of Trustees Regular Meeting

#### Russellville Public Library Admin Building

#### Minutes

January 15, 2025

#### I. Call to Order

Gary Rowlands called to order the regular meeting of the Pope County Library Board at 4:00 p.m. on Wednesday, January 15, 2025.

#### II. Roll Call

In attendance were BOT members Gary Rowlands, Chair; Luke Heffley, Co-Chair; Verna Boxnick, and Polly Hardin.

Also present were Amanda Baillie, Assistant Director; Sarah Moore, Branch Manager; Mary Ella Yamashita, Marketing Librarian; Ben Cross, Pope County Judge; and Bill Sparks, Quorum Court Liaison.

Absent: Naomi Berry; Riley Taurone, System Director; Deborah Jaques, Director of Finance; Judy Mays, MLS of Record.

#### Approval of Minutes

The Board moved to approve the November 20, 2024, Regular BOT meeting minutes.

Motion: Hardin

Second: Heffley

Unanimous:   X  

#### Points of Discussion

#### III. Old Business

Russellville roof project update provided by Judge Ben Cross.

The Board moves to accept and go forward with the lowest bidder, Premier Facilities Group.

Motion: Heffley

Second: Hardin

Unanimous:   X  



IV. New Business

The Board moves to accept Gary Rowlands as the Board Chair for 2025.

Motion: Heffley Second: Hardin Unanimous: X

The Board moves to accept Luke Heffley as the Board Co-Chair for 2025.

Motion: Boxnick Second: Hardin Unanimous: X

The Board moves for deferment of MLS coursework for Riley Taurone for the spring 2025 semester.

Motion: Heffley Second: Boxnick Unanimous: X

The Board moves to add a new section XIII, Public Comment Policy, to the Pope County Library Board Bylaws.

Motion: Boxnick Second: Hardin Unanimous: X

The Board moves to approve the Pope County Library Board Bylaws for 2025.

Motion: Hardin Second: Heffley Unanimous: X

V. Adjournment

The Board moved to adjourn at 4:30 p.m.

Motion: Hardin Second: Heffley Unanimous: X

*Amanda Baillie*

**Pope County Library System**  
**Board of Trustees Regular Meeting**  
**Russellville Public Library Admin Building**  
**Minutes**  
**November 20, 2024**

**I. Call to Order**

Gary Rowlands called to order the regular meeting of the Pope County Library Board at 4:00 p.m. on Wednesday, November 20, 2024.

**II. Roll Call**

In attendance were BOT members Gary Rowlands, Chair; Luke Heffley, Co-Chair; Verna Boxnick, and Polly Hardin.

Also present were Riley Taurone, System Director; Amanda Baillie, Assistant Director; Deborah Jaques, Director of Finance; Judy Mays, MLS of Record; Sarah Moore, Branch Manager; and Ben Cross, Pope County Judge.

Absent: Naomi Berry and Bill Sparks.

**Approval of Minutes**

The Board moved to approve the October 16, 2024, Regular BOT meeting minutes.

Motion: Heffley

Second: Hardin

Unanimous:   X  

**Points of Discussion**

**III. Old Business**

There was no old business.

**IV. New Business**

The Board moves to approve closure of the Russellville Headquarters Library on December 5<sup>th</sup>, 2024, and the delayed opening (2:00 pm) of the Hector, Dover and Atkins Libraries.

Motion: Hardin

Second: Boxnick

Unanimous:   X  



## **2025 Schedule of Library Board of Trustees Regular Meetings**

*(APL: Atkins Public Library, DPL: Dover Public Library, HPL: Hector Public Library, & RPL: Russellville Public Library Admin Bldg.)*

Wednesday, January 15, 2025, at 4:00 pm, RPL

Wednesday, February 19, 2025, at 4:00 pm, RPL

Wednesday, March 19, 2025, at 4:00 pm, HPL

Wednesday, April 16, 2025, at 4:00 pm, RPL

Wednesday, May 21, 2025, at 4:00 pm, DPL

June: No Meeting

Wednesday, July 16, 2025, at 4:00 pm, RPL

Wednesday, August 20, 2025, at 4:00 pm, APL

Wednesday, September 17, 2025, at 4:00 pm, HPL

Wednesday, October 15, 2025, at 4:00 pm, RPL

Wednesday, November 19, 2025, at 4:00 pm, RPL

December: No Meeting

The Board moves to approve the 2025 schedule of Library Board of Trustees regular meetings.

Motion: Hardin Second: Heffley Unanimous: X



The Board moves to approve the suspension of library fines for December 2024.

Motion: Boxnick Second: Hardin Unan: X

The Board moves to approve the waiving of up to \$5.00 per patron account in old fines in exchange for donations for the period of November 25<sup>th</sup> through December 15<sup>th</sup>.

Motion: Hardin Second: Boxnick Unanimous: X

**V. Adjournment**

The Board moved to adjourn at 4:47 p.m.

Motion: Hardin Second: Heffley Unanimous: X

