

**Franklin County Library Board Meeting
October 11, 2022 - 6:00 p.m.
Charleston Library**

The following were present: Board members Milanie Matthews, J. J. Chronister, and Linda Halmes (constituting a quorum); Franklin County Librarians Hannah Gillean and Brianna Lamb; and Regional Librarian Misty Hawkins. Absent were board members Casey White and Marcie Newhart.

President J. J. Chronister called the meeting to order. Minutes of two previous meetings, regular board meeting on July 12 and meeting to hire Ozark Librarian on July 19, were made available for members to read. Motion was made by J. J., seconded by Milanie to accept. Motion carried.

Financial Report

Financial reports showed a balance of \$197,525.52 in county library fund; balance in Charleston petty cash is \$7,278.45; balance in Ozark petty cash is \$6,492.10; and balance of Ozark library remodel loan is \$38,919.93 Motion was made by Linda, seconded by J. J. to accept financial reports. Motion carried.

Reports from Librarians

Hannah reported on back to school activities, including after school programs. She is excited to be back into preschool programs which give the opportunity for more outreach. She has performed a security check at the library and is making adjustments as necessary. Hannah is glad to report that Charleston library has received a great audit and there are no findings. Her printed report of activities and programs showed a busy schedule.

New Ozark Librarian Brianna Lamb was welcomed to her first official board meeting. She has been busy getting into the swing of things of being librarian. She has welcomed a new employee and started training for her. She has been concentrating on outreach at the day care centers with story time and introduced Pete the Cat to the local primary school. Library staff took the robots to the upper elementary and encouraged library card sign up. Fall and Christmas activities are being planned as well as a movie presentation. She provided a printed report of programs and activities other than those listed.

At the regional level, Misty reported on the region wide training that was held; all branches were encouraged to attend. The training went well and the investment in professional development is a high priority for the region. One of the topics, Safety and Disaster Planning, used our own Charleston Library as an example.

The state convention is coming up this weekend at Fort Smith with a large crowd expected; Misty and staff from both libraries will be attending. Misty will be making a presentation on "Citizen Science." An employee in the region will be assisting Misty; they will present information on science experiments and kits for projects that can be used in library programs.

Misty is back to work (with prescribed physical therapy) just in time to work on

regional budget as well as assisting branches with their 2023 budgets.

Old Business (None)

New Business

Brianna's name needs to be added to library account for Ozark. Motion was made by Linda, seconded by J. J., to do so. Motion carried.

There is currently not a board member on account for Charleston Library at Simmons Bank. Motion was made by Linda, seconded by Milanie, to add name of J. J. Chronister. Motion carried.

Equipment needs were discussed. Charleston's projector is outdated and worn and needs to be replaced at an estimated cost of \$650.00. Ozark needs to replace two patron computers and the office computer at an estimated cost of \$2,786.89. Purchases would be taken from line item 2002 (small equipment). Motion was made by Linda, seconded by Milanie, to allow purchases for both offices with amount not to exceed \$3700.00. Motion passed.

Both county librarians wanted to discuss changing business hours to better coordinate with the other branches in the region while also providing extended business hours to patrons. Schedules could be adjusted to accommodate the new hours. The changes would take place after the first of year and the public would be notified well in advance. A motion was made by Linda, seconded by Milanie, to make the change outlined in Option 2. Motion passed.

Planning for the 2023 budget was started with a preliminary proposal being drafted; the preliminary would be subject to change after the county treasurer advises of forecasted funds available. The preliminary will need to include additional amounts for utilities (telephone, gas, electricity, and trash).

Under salaries, it was called to the board's attention that Hannah had not received the proper amount from the county when her salary was raised in July; the county will be advised of the shortage so she can be paid. In addition, Hannah will receive her MS degree in Library Science in December and her salary will be brought up to \$42,500.00 in January 2023.

Misty had a report that the region had requested a wage analysis and all employees are way under national average. She also reminded the board that one of the region's goals is to make employee salaries more competitive.

Knowing that adjustments will more than likely be required before a final budget, a motion was made by Linda, seconded by Milanie, to make necessary utility increases; increase annual pay for Hannah for obtaining MS degree; and grant a 3% salary increase for all other library employees if funds allow. Motion carried.

It was noted that the Ozark library remodel loan would be paid off in 2023 and hopefully will open up a way to increase employee salaries thereafter.

There being no further business, motion was made by Milanie, seconded by Linda, to

adjourn. Motion passed and meeting adjourned at 7:30 p.m.

Linda Halmes

Linda Halmes, Secretary

