**CROSS COUNTY LIBRARY**

**BOARD OF TRUSTEES MEETING**

***September 27, 2016***

**Call to Order and Roll Call:** The meeting was called to order at 4:03pm by Board Chair, Reta Ragland.    George Anne Draper, Jerry Harvey, and Joy Shepherd was in attendance.  Reta held Kitty’s proxy.  John Paul Myrick, Executive Director, and Claire Miller, Deputy Director were also in attendance.

**Public Attendance:** N/A

**Public Participation and Comments:** N/A

**Reading and Adoption of Minutes:** Jerry moved to accept the minutes as printed.  George Anne seconded the motion.  All aye, motion carried.

**Financial Reports, July and August 2016**:  John Paul mentioned the replacement of one air conditioner as notated on pg 9 of the board packet.  A second air conditioner was replaced but it won’t show up until the September financial reports. George Anne asked if the library paid Calvin $800.00 to clean the building and John Paul confirmed that.  Reta asked if he was doing a better job since the complaint was brought up.  John Paul said yes but that it just depends on the week.   John Paul also mentioned a possible future expenditure ~~of~~ for chairs from the government surplus in North Little Rock. He explained this would create an overage in the Furniture/Equipment budget line, but that corrections would be made to account for this.  The chairs are $15 each, and the board agreed that this would be a good investment.  George Anne moved the approval of the July 2016 financial reports and Jerry seconded the motion.  All aye, motion carried.  John Paul mentioned that the County has been sending funds for utilities on a quarterly basis.  Joy asked if this was going to continue next year and John Paul said that he understood it was for this year only.  It was mentioned that with the election, a decision on the 2017 budget would probably not be made until the end of the year.  Jerry moved to approve the August 2016 financial reports and George Anne seconded the motion.  All aye, motion carried.

**Operations and Staff Reports:** Trustees didn’t have questions about the reports from July and August.  Reta mentioned that she had checked out 8 books that weren’t reflected on the report for Cherry Valley due to the honor system.  Claire said that Julie would be doing inventory and we could set up a box where patrons put a slip of paper with the items they check out.  Julie goes every week so it won’t be a problem to keep up with it.  John Paul also mentioned purchasing a self-check unit and allowing patrons to check out on their own.  It would still involve the honor system.  A decision wasn’t made at this time.  Jerry said that if the library needed help with coding programs, his EAST Lab students could definitely help.  Reta asked how the overdue notices were working and Claire said that staff had found out that many patrons had wrong addresses in the system.  John Paul said there was a large chunk of money owed for lost materials in both counties.  Fines were discussed but a lost book party seemed to be a more popular idea.  The party will be looked into as a viable option for the library.  John Paul told the trustees about a partnership between Arkansas Workforce to employee Deonte Cribbs as a Library Assistant I beginning January 1st.

**Unfinished Business:** Joy explained that the Friends of the Library and several persons in the community were still concerned about the proposed expansion at the Front Street site and were pushing forward with attempting to resurrect it.  The Friends have planned four fundraisers in the coming year including a gala-type event with silent and live auction scheduled for February 18, 2017 at the Thomas Tech Center, an “Antiques Roadshow” type event to be held in the Fall, and a golf tournament that would be memorial to Wes and Lolly Shaver.

**New Business:**

**1.      Proposed Policy Governing Electronic Payments (Required by State Division of Legislative Audit, action recommended):** John Paul discussed the proposed policy for electronic payments.  About 50% of the policy and requirements are already met by the library and some of the other 50% don’t apply to the way the library pays bills.  The process to get the library in compliance will take several more months.  As long as the library is making visible steps to regain compliance, the auditors will be happy.  John Paul also mentioned that the state retirement system is going all electronic very soon and the auditors aren’t really sure how to handle it at this point.  Most states have electronic payment systems already set up.

**Trustee Comment Period:  N/A**

**Adjournment:** Reta used Kitty’s proxy to move to adjourn the meeting at 4:45pm. George Anne seconded the motion.  All aye, motion carried.

Respectfully submitted,

Claire Miller, MLIS

Deputy Director