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FEB - 5 2025

DAWN MOFFET
Marion County Clerk
D.C.

Marion County Library Board

Special Meeting Minutes - January 28, 2025

Call to Order: Meeting was called to order by Chairman Marcus Flippin on 5:05 pm.

Roll Call: Called by the secretary; those present were Marcus Flippin, TC Burnett, Danielle Justus, and Bonnie Kenney. Quorum present.

Approval of Agenda: Motion to accept agenda as presented; motion seconded; motion carried. Chairman mentioned we will add agenda items, and the format will not need to be approved each time once set up like it should be.

Old Business: The committee of TC Burnett and Bonnie Kenney reported back on a meeting with Judge Stumph about turning the library building back to the county. The Library Board currently owns the building. Pros and cons were discussed. Committee members received a copy of the insurance policy from the Judge's office. Questions remain about liability. A motion to table the decision for now was made; motion seconded; motion passed. The topic will be revisited in a few months.

Treasurer's Report: Danielle Justus reported that signature cards need to be redone at Arvest, Anstaff, and First Service Bank for the library's certificates of deposit. John Russo (county attorney) recommended that the board complete this task so current chairman, vice chairman, and treasurer can legitimately have access to these accounts. This authorization information needs to be in the minutes. Along with a copy of the minutes and the county judge as county representative, the three board members need to visit each of the financial institutions. One of the CD's matures February 8.

Dave Dacus (former board member) came to explain why he must be off the board. He has temporarily moved to another county and changed his voter registration. This makes him ineligible to serve on the library board. He returned his key to the library to the staff.

John Russo, County Attorney, provided more organizational information.

- He provided clarification to the secretary about the special meeting minutes. They do not have to be approved until the next regular meeting.
- Agendas go to the clerk including special meetings and she will post them. Provide them to library staff as well so they can be posted in the library.
- Bring unapproved meeting minutes from November 2024 to the regular meeting. Approve as presented.
- Old business should be included on every agenda.
- Once a director is hired, we should provide the quorum court with board and director's reports; minutes, financial reports (treasurer's), old and new business. Judge's agenda - use as template for meeting.
- Indicated the board would need to go to Yelcot to update any library email addresses. He recommended one email for staff, one for the director, and one for the board. Chairman wants the library to move library emails to the county's domain.
- The treasurer asked Mr. Russo about items currently being sold by the library. He explained the library does not have a sales tax number, so the library cannot sell items to the public. Library fines, copies, faxes, etc. are considered recouping library costs. Coffee, tote bags, hoodies, books, etc. cannot be sold by the library. He recommended putting a pause on this activity until the board writes a policy on accepting donations or writes a contract with the FOMCL and do it through the Friends. Friends can provide educational services, volunteer support, library services, etc. The library can contract FOMCL for these services.
 - There are no inventory records of what was bought with county funds. The library will now accept donations for coffee but not charge for it (no Keurig coffee). Decided by the Chairman.
 - Books have been sold and entered in the cash register as "media." Money should go to the FOMCL, not through the library's accounts.
 - Auditors want to see contracts between the library and FOMCL.

Motion was made to create a contract between the library and FOMCL to provide services as mentioned above. Motion was seconded; motion carried. Chairman and President of FOMCL will meet to decide details of contract.

Library Email Accounts: Board should have access to all emails, director should have access to the director's email and the staff's email, and the staff should have access to staff email only. Need three email accounts.

Applications have been received for the library director's position. The process of reviewing those applications has been started by the board members.

Motion made to install suggestion box in the library by TC Burnett, seconded by Danielle Justus, motion carried. Chairman appointed Vice Chairman to oversee the suggestion box.

Board members will read bylaws between now and the next regular meeting; make notes and come prepared to discuss them.

We need maintenance done on the library building, specifically light bulbs. Electrician or maintenance man with liability insurance to replace and install new light bulbs. Chairman will contact someone.

Motion to adjourn; motion seconded; motion carried. Meeting adjourned at 6:43 pm.