

**Marion County Library Board
Meeting Minutes—September 16, 2025**

Call to order—

Meeting was called to order by Chair at 5:30pm.

The Chair requested a roll call attendance.

Present—Marcus Flippin, Danielle Justus, Paul Hudson, and TC Burnett

Absent—Bonnie Kenney.

The Chair announced that Bonnie stepped down from her position on the board effective September 5, 2025. The Judge is currently working on filling this role. TC Burnett will serve as interim Board Secretary in the meantime.

Approval of Minutes

Motion to approve the minutes from the July 16, 2025 regular board meeting as corrected.

By: Burnett; Second: Hudson. Unanimously approved.

Motion to approve the minutes from the August 2025 regular board meeting as corrected.

By: Justus; Second: Hudson. Passed unanimously after discussion.

Corrections: On page two, the motion about the summer reading program budget wasn't unanimous—there was one abstention recorded. Also, the outreach event date should be August 29, not August 22. And we need to fix the spelling of Ms. Sanderson's name in the director's report.

Point of order

- Justus: Fireproof filing cabinets is not unfinished business. It should be moved to new business.
 - Chair ruled that it was unfinished business and will remain there.

Point of order

- Justus: Yelcot computer bid not listed on prior agenda, should be moved to new business.
 - Chair ruling: point taken.

Point of order

- Justus: Proposed amendments moved to unfinished business.
 - Chair ruling: point taken.

Motion to amend agenda to discuss what to do with the furniture that is no longer needed.

By: Justus; Seconded: Burnett. Unanimously passed.

Motion to add executive session to the agenda tonight to discuss discipline.

By: Justus; Seconded: Flippin. Unanimously approved. Agenda amended to add executive session as the last item.

Motion to amend agenda to include security cameras under new business.

By: Justus; Seconded: Hudson.

Chair amended agenda to add discussion re transcription service for library meeting minutes.

Public Comments

None.

Reports

Friends Report

- Shed moved to permanent location.
- Book bake and yard sale Oct 24 and 25.
- Having float at Turkey Trot this year for FOMLC and Dolly Parton library.

Head Librarian/Staff Report

- Reviewed—attached to these minutes.
- Need additional Saturday volunteers. Possibility to hire someone part-time just for Saturdays? Marcus will look into whether this is possible.

Motion to not put an extra computer in the children's area.

By: Justus; Seconded: Burnett

Discussion: the one there is used frequently and there's always a line. Kasi suggested holding off on replacing until our other computers have been updated.

Motion to table the above motion until the other computers have been taken care of.

By: Justus; Seconded: Hudson. Unanimously passed.

Motion to allow Kasi to use grant funds to purchase coffee cart, book bins, and picture books.

By: Justus; Seconded: Burnett. Motion unanimously passed.

Vice Chair Suggestion Box Report

No suggestions were in the box this month. The Vice Chair encouraged the public to put any suggestions they may have in the suggestion box, noting that we catalogue and take action in response to each request.

Treasurer's Report

Update on account balances.

Moved 15k from CD that matured to Arvest money market account.

Motion to do a line-item transfer from 3073 to 3003, \$283.12 (lease to computer services).
By: Justus; Seconded: Burnett. Motion carried.

Motion to accept Treasurer's Report.
By: Hudson; Second: Burnett. Motion carried.

Unfinished Business

Finance (Internal) Policy

Motion to accept as is and submit to Clerk's office.

By: Burnett; Second: Hudson. Unanimously passed.

- The Chair signed the approved, updated policy and TC Burnett, interim Secretary, submitted it to the Clerk's office on 09/17/2025.

Library Card and Circulation Policy

Reviewed updated policy. Head librarian and majority of library staff do not agree with changing the late fee to .50 cents a day. Very concerned that regular patrons will be alarmed and upset.

Motion to amend library card and circulation policy to list fine as .25 cents a day late fee.
By: Hudson; Second: Justus. Unanimously passed.

Motion to add, "Head librarian has discretion on fines when extenuating circumstances arise."

By: Burnett; Second: Justus. Unanimously passed.

Motion to pass new library and circulation policy with changes discussed today.
By: Hudson; Second: Burnett. Unanimously passed.

Public Computers and Use of the Internet Policy

Chair appointed committee to study that and bring it to next meeting.

Members to include Paul Hudson, TC Burnett, and Kasi Manes.

Fire-proof Filing Cabinets

Board reviewed quotes from Clark Office Supply, J&L, compared them to online prices.

Motion to purchase 2 file cabinets from Clark Office Supply (2 door and 4 door) using the Arkansas State aid funds.

By: Hudson; Second: Justus. Unanimously passed.

New Business

Yelcot Computer Bid

Only bid we have received that is reasonable. Have not heard from Dell or Don. Did receive another that was \$1,200/month in service costs only.

Motion to accept Yelcot's bid to provide new computers if it is not more than 10% over the original bid and pay for purchase out of the library board's money market account.

By: Hudson; Second: Justus. Unanimously passed.

Proposed Amendments to the Library Board Bylaws

Motion to review proposed amendments to library board bylaws one at a time.

By: Justus; Second: Hudson. Unanimously passed.

Motion to accept Article III Section 6 as amended, "(Board Officers) insert after the first sentence: 'The secretary shall provide to each Board member a copy of the minutes to be approved seven days prior to the meeting in which they are to be approved. The secretary will notify each member in the manner requested by each member. The secretary shall provide a copy of the agenda to each Board member seven days prior to any regularly scheduled meeting. The secretary will notify each member in the manner requested by each member (i.e., phone call, email, mail).'

By: Justus; Seconded: Hudson. Motion failed 2-2.

Moving forward, library staff will call Danielle Justus, board Treasurer, to let her know when materials are in her folder.

Motion to amend Article IV Section 3 to insert the following as the second paragraph, "Any Board member may add topics to the agenda between meetings by notifying the secretary more than seven days prior to the scheduled meeting for inclusion in the formal agenda."

By: Justus; Second: Hudson. Motion carried.

Motion to amend Article IV Section 3 to include second part of the proposed amendment to state, "the public will be given the opportunity to comment after the Board's debate and before the final vote is taken on each topic," after the first sentence of Article IV Section 6 (Board Meetings).

By: Justus; Seconded: Hudson.

Motion failed. 3-1

Motion to accept amendment to Article IV Section 7 (Deviations from Order).

By: Justus; Seconded: Hudson. Motion tabled (see below).

Motion to table until the next meeting or we have more information about the topic.

By: Hudson; Second: Burnett. Motion passed.

Furniture

Need to see what funds were used to purchase furniture before we're able to share with FOMCL for sale at their October fundraiser. Ask Judge for approval to get rid of these. Kasi will ask Judge tomorrow.

Security cameras

Several "blind" spots in current security camera system. This would add 11 additional cameras. Received quote from Yelcot.

Motion to accept Yelcot's bid to update security camera system using state aid funds.

By: Hudson; Second: Justus. Motion carried.

Transcription for minutes

Motion to subscribe to TurboScribe to transcribe meeting discussion into text to make it easier for the Board Secretary to create accurate monthly board meeting minutes.

By: Hudson; Second: Justus. Unanimously passed.

Executive session

The board entered into executive session at 7:59pm to discuss disciplinary procedures.

The executive session at 8:14pm and reconvened the regular board meeting.

Motion to restrict library staff paid attendance at board meetings, with the exception of Kasi Casteel Manes, Head Librarian. Others as requested.

By: Hudson; Seconded: Justus. Motion passed.

Motion to adjourn.

By: Hudson; Second: Justus. Unanimously passed.

Meeting adjourned at 8:25pm.



TC Burnett, interim secretary