

3/24/26  
Dave Dacus

Marion County Library Board Meeting Minutes

Date: February 17, 2026

Time: 5:00 PM – 6:43 PM

Location: Marion County Library

Called to order by: TC Burnett (acting as Chair in Marcus Flippin's absence) Board Members Present:

- Paul Hudson
- T.C. Burnett
- Danielle Justus
- Dave Dacus

Board Members Absent:

- Marcus Flippin

Approval of January 12, 2026 Minutes

Discussion focused on required corrections and formatting

Motion by Dave to approve minutes as corrected.

Second: T.C. Burnett

Vote: Unanimous approval

Motion carried.

3. Approval of Agenda

Motion by Danielle: To approve the agenda for February 27, 2026.

Second: Dave

Vote: Unanimous approval

Motion carried.

4. Public Comments

No formal public comments were offered.

5. Friends of the Library Report

No representative present.

Reported:

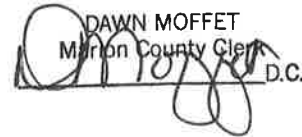
- Library temporarily not accepting book/video donations due to storage constraints and no spring book sale.
- Friends group facing volunteer/staffing limitations.

6. Staff Report (Anita Wilkes) Key points:

- Successful KTLO radio appearance promoting library programs.
- Homeschool events (loom knitting, knitting/sewing, book clubs) well-attended.

FILED FOR RECORD  
at 140 o'clock P M

MAR 24 2026

DAWN MOFFET  
Marion County Clerk  
 D.C.

- Junior Library Guild free course “Providing for Your Library Matters” underway.
- WordPress website hosting renewal (\$300) due March 16.
- First aid/CPR certification and fire drill training needed (expires April).
- Proposed closing library one Friday in March and one in April for staff development (CPR/first aid + fire drill + catch-up tasks).

Motion by Paul: To approve closing the library one Friday in March and one Friday in April for staff professional development (including CPR/first aid and fire drill). Second by Danielle

Vote: Unanimous approval

Motion carried.

Additional notes:

- Patron door counter in monthly report criticized as inaccurate; planned discussion for removal next month.
- Audit progress with David Wyatt (2023 documentation submitted or in process).

Motion by Paul: To accept the staff report as presented.

Second by Danielle.

Vote: Unanimous approval

Motion carried.

#### 7. Suggestion Box

No suggestions received this month.

#### 8. Treasurer’s Report (Danielle Justice)

January financial summary presented:

- Beginning balance (Jan 1): \$1,134,744.37
- Receipts: \$44,887.35
- Disbursements: \$17,488.00
- Ending balance: \$1,163,143.72

Interest earned 2025: \$8,875.54 total (detailed by account). Correction of prior reporting error: Cash log totals used for deposits were overstated (some funds deposited next month); corrected figures presented in red. Process change proposed (close drawer earlier on last day of month to include all receipts).

Motion by Paul: To accept the corrected Treasurer’s report and approve the procedural change for end-of-month cash log/deposit timing.

Second by Dave.

Vote: Unanimous approval

Motion carried.

Budget amendment proposed for 2026 (line-item transfers to better reflect actual/anticipated spending patterns, e.g., reduce general supplies, increase program supplies, professional services, maintenance padding). Building insurance increase (\$733 court-ordered adjustment) noted.

Motion by Danielle: To approve the proposed 2026 budget amendments as presented.

Second by Paul.

Vote: Unanimous approval

Motion carried.

CD renewal (expiring Feb 26): To be renewed at highest available rate per policy (no motion required unless significant rate difference) (as internal finance policy gives treasurer authority to invest).

## 9. Old Business

### Yelcot Router Wi-Fi Filtering

Motion by Danielle: To accept Yelcot's \$5 bid to implement filtering on the library router.

Second by Dave.

Vote: TC, yes. Paul, yes. Danielle, yes. Dave, yes. Marcus, yes.

yes.

Motion carried.

(Note: Personal devices on own data plans remain unfiltered.)

### Credit Card Late Fee Reversal

\$29 fee reversal confirmed via email but not yet visible on statement. Follow-up requested.

### Tax Rebate Update

No new information.

### Cleaning / Maintenance Quotes & Staffing Needs

Extensive discussion on staffing shortages, staff burnout, cataloging backlog, programming impact, volunteer limitations, and two parallel paths:

1. Part-time (≈20 hours/week) library assistant position (preferred by staff/board majority for broader help).
2. Contract cleaner (investigate current bidder's licensing, insurance, bonding; request revised quote if possible).

Motion 1 by Danielle (to table entire item): Failed (3–1; No: Hudson, Burnett, Dacus; Yes: Justice).

Motion 2 by TC: Direct staff to draft detailed part-time (20-hour) position description (incorporating staff input), email to board for review/approval via short special meeting if needed; simultaneously investigate current cleaning bidder (insurance/bonding/price); advertise for licensed, insured, bonded cleaner; pursue part-time ordinance with Quorum Court (target April agenda after politicking).

Second by Dave.

Roll Call Vote: Yes – Hudson, Burnett, Dacus; No – Justice

Motion carried (3–1).

Motion 3 by Danielle: Authorize Anita to advertise for a licensed, insured, bonded cleaner (newspaper, Facebook, etc.).

Second by TC.  
Motion carried.

Roll Call Vote: Unanimous Yes

#### 10. New Business

Search for New Head Librarian

Application deadline: March 1, 2026.

Motion by Paul: Schedule special meeting Saturday, March 7, 2026 at 5:00 PM to review applications and determine interview candidates.

Second by TC.

Vote: Unanimous approval

Motion carried.

Patron Responsibilities and Conduct Policy

Committee (Anita, Paul, T.C.) did not meet this month. Meeting to be scheduled.

Summer Reading Program

Planning underway (June–July); Marty the Magician booked; volunteer coordination in progress; donation solicitations forthcoming. No board action required.

Building Maintenance / Repairs

Motion by TC: Appoint Paul Hudson and Marcus Flippin to a building maintenance committee to develop detailed bid specifications for major external (and one internal attic) repairs, plus signage/flagpole as separate items if needed.

Second by Dave

Vote: Unanimous approval

Motion carried.

#### 11. Adjournment

Motion by Paul: To adjourn.

Second by Dave.

Vote: Unanimous approval

Meeting adjourned at 6:43 PM.