



**Forrest City Public Library  
Minutes – May 19, 2025**

**I. CALL TO ORDER – 4:45**

**II. ROLL CALL**

LINDSAY HODGES, JEANETTE JENKINS, EVELYN SMITH, SANDRA WRIGHT – *in attendance*  
KAREN HODGES – *not in attendance*

**III. MOTION TO APPROVE MINUTES** – Meeting called to order, and it was motioned by Evelyn Smith and seconded by Jeanette Jenkins to approve minutes from the meeting in March. Motion carried.

**IV. REPORTS OF COMMITTEES**

- a. **FINANCIALS** – It was motioned by Sandra White and seconded by Jeanette Jenkins to accept the financials as presented; motion carried.

**V. UNFINISHED BUSINESS**

- a. **AMPHITHEATER SITE PLAN DISCUSSION- ECOLOGICAL DESIGN GROUP, INC.** – Harris reported that the monthly OAC (Owner, architect, and contractor) meeting occurred on April 24, 2025. A report from the meeting was given to the board. Also discussed were two change orders.
- b. **INCLEMENT WEATHER POLICY REVIEW** – Board discussed changing the policy to align with local school closures. After some discussion, the board decided not to make any changes and revisit the policy later this year.
- c. **NOTARY SERVICES FEE** – Board previously voted to allow the library to temporarily charge .50 per notary transaction. Harris reported that she only received one complaint about this new charge. After some discussion, the board agreed to charge \$1 for the 1<sup>st</sup> two signatures and .50 for each additional signature.

**VI. NEW BUSINESS**

- a. **COURT CASE (HARRIS VS CITY OF FORREST CITY ET AL)** - Library board received an outline narrative of case # 62CV-16-70-1, dating 2016-2025. The board agreed to give Harris a bonus of \$5,000 for working on the case after work hours; driving to law libraries in Little Rock & Memphis for case law assistance and saving the library over \$200,000 in administrative fees (8%) that were rescinded by the City of Forrest City in 2016 due to the lawsuit.
- b. **CDI (COMMUNITY DEVELOPMENT INSTITUTE)** – Harris reported that she received a scholarship to cover the costs to attend the five-day institute in Conway, AR. Costs not covered are hotel, mileage, and food; approximately \$850. It was motioned by Jeanette Jenkins and seconded by Evelyn Smith to approve the other costs and allow Harris to attend; motion carried.
- c. **TOP NOTCH GLASS ESTIMATE (2 DOORS)** – Harris presented an estimate from Top Notch for two new doors. Top Notch is installing the rear door, as part of the amphitheater project, and Harris reported that the front and side doors need to be replaced and having all 3 doors match is ideal. The board agreed to accept the estimate from Top Notch Glass for \$14,271.26.

**VII. ANNOUNCEMENTS/CORRESPONDENCE**

- a. **DIRECTORS REPORT** – Harris reported

**VIII. ADJOURNMENT** next meeting July 14, 2025

By \_\_\_\_\_

Minutes approved on 7/14/25

Lindsay Hodges, Chairperson

*Minutes prepared by Artisa Harris on May 23, 2025*

