

MINUTES

Stokes Brown Public Library Board Minutes

March 12, 2021

Meeting called to order by Corinne Balthrop

IN ATTENDANCE

Board Members present: Corinne Balthrop, Harold Barbee, Sharon Hargraves, Bill Moore, Chris Causey (via Zoom), Tim Harris (via Zoom) and Paul Nutting (via Zoom)

Others present: Michelle Adcock (SBPL), Cecilie Maynor, Red River Regional Library, John Grubbs, Municipal Technical Advisory Service (MTAS), Ann Rausch, Friends of the Gorham-MacBane Public Library, Patricia Bellar (SBPL) and Lynn Slabaugh (SBPL)

Corinne Balthrop called the meeting to order. A quorum was present according to the By-laws.

DETERMINATION

The motion was made by Sharon Hargraves and seconded by Paul Nutting that this Board determines that meeting electronically is necessary to protect public health, safety and welfare in light of the coronavirus. The motion carried. The votes are as follows:

Bill Moore	Yes
Harold Barbee	Yes
Sharon Hargraves	Yes
Chris Causey	Abstain
Paul Nutting	Yes
Tim Harris	Vote not recorded

SPECIAL INTRODUCTION

Michelle Adcock introduced John Grubbs, a Human Resource Consultant with MTAS. Per Mr. Grubbs, he has been working with Michelle on personnel and HR related topics and provides assistance as needed. They have prepared a draft of a performance review for staff and will be meeting with the supervisory staff to train them how to conduct performance reviews. A

sample of the Employee Performance Appraisal is in the Board's packet. He stated that they are working on some HR matters for the Board to consider, which should develop in the next month or so. Corinne Balthrop stated how much she appreciated Mr. Grubbs' work and assistance. Per Michelle Adcock, Mr. Grubbs was well spoken of and referred by Ryan Martin of the City of Springfield.

APPROVAL OF MINUTES

The motion was made by Tim Harris and seconded by Sharon Hargraves to approve the Minutes of the January 8, 2021 meeting. The motion carried. The votes are as follows:

Bill Moore	Yes
Harold Barbee	Yes
Tim Harris	Yes
Sharon Hargraves	Yes
Chris Causey	Yes
Paul Nutting	Yes

REPORT OF TREASURER

FINANCIAL STATEMENTS: Steve Pierson was not in attendance. Per Michelle Adcock, he asked that she say the checking balance is still strong at approximately \$393,000.00; during January and February 2021, the budget to actual difference decreased by approximately \$22,500.00; he has not made the audit adjustments to the financials but plans to have them entered before the next Board meeting; and he is available for any questions.

The motion was made by Paul Nutting and seconded by Tim Harris to approve the Financial Statements as presented. The motion carried. The votes are as follows:

Bill Moore	Yes
Harold Barbee	Yes
Tim Harris	Yes
Sharon Hargraves	Yes
Chris Causey	Yes
Paul Nutting	Yes

REPORT OF REGIONAL LIBRARIAN

The report of the Regional Librarian was given by Cecilie Maynor. They continue with their training plan. They will continue virtually at least until the end of the fiscal year. The next in-service will be Workplace Communication in a Diverse Environment on March 24, 2021. On April 27, 2021, they will have Coding Basics. Anytime a Trustee would like to attend our training, just let her know and she will sign you up or send you a link. They are going to be able to provide a Zoom account for the libraries in the Region.

They have seen in some parts of Tennessee, a group called First Amendment Auditors. They come into public libraries and film staff and patrons. Public libraries have a status of being a limited public forum. The libraries have some say in setting their own policies. She has sent some sample policies out to the Directors to see if they want to implement some of this. They want to have a policy in place.

They are continuing to track required staff training, which is part of the Library Services Agreement. They ask Directors to send them a report showing how they are doing at the end of the fiscal year. Cecilie said that Michelle is doing a good job.

Cecilie emailed all of you a proposal that is now out to dismantle the Regional Library Board. It is not known if it will pass, but if it does, it will go into effect July 1, 2022. The Tennessee State and Regional libraries support it. They can start to focus more on board chairs and get them together at least once a year to do the sharing and networking that is important. With some of the Regional Boards, there has been an issue of getting a quorum. Part of that is that they went from being a governing board to becoming an advisory board. Losing some of that power has had an effect on the membership and engagement there. They have some time to determine what that means for the local Board.

It was discussed if those who are Regional Board members, would be precluded from serving on the local Board, will the local Board drop down its members and does it have options to add members. Per Cecilie, one way to deal with this is to expand members on the local Board. It will make a difference to the quorum. Another way to look at it is if you have a member you do not want to lose and do not want to expand the Board, you can have them stay on as an advisory member until the end of that person's term limit, or keep them on the list until a vacancy opens. It was further discussed how the Board changes the number of its members. Cecilie said this might be something we need to speak to an attorney about.

REPORT OF DIRECTOR AND STAFF

DIRECTOR'S REPORT: Michelle Adcock gave the Director's Report. She stated that yesterday we received word of one of the largest releases ever of funding for libraries from the federal level. We do not have details yet of how we can access those funds, but it is exciting news and shows libraries play an important role. Let your legislatures know we appreciate their support. Michelle introduced Ann Rausch, President of the Friends of the Gorham-MacBane Public Library. Ann went to a recent in-service. She has a lot of great ideas. The relationship between the Board and Friends organization is important so the Friends organization is better able to support the Board. Michelle reported that our circulation number overall is down for February, which can be attributed to the library being closed for five days due to snow, as well as February being a short month. If you look at it by the day, February circulation numbers are actually higher than January. A blood drive with the American Red Cross is scheduled for May 25, 2021. We are partnering with Mental Health America (MHA) for a program called Mental Health First Aid for Older Adults. Lynn Wood heads up that program. The program is designed to help empower senior citizens. It will discuss how to stay mentally sharp, and how to recognize among your peers, possible signs of drug use or prescription problems. The program will take place in March and will be socially distanced. The library will provide food from the Public House (which got changed to Larry's). It is an exciting partnership. The State has rolled out the new Family Literacy Calendar. Rose has been instrumental in editing that and making it available. Instead of focusing only on children's services, we are focusing on families. We are having a staff training day on April 22, 2021, which will include our CPR and AED certifications.

PROGRESS ON LIBRARY STANDARDS: Patricia Bellar gave a report updating us on meeting library standards worked on by the leadership team. There are seven areas we worked on:

1. Customer Satisfaction Survey: It was used in the Circulation, Reference and Children's areas. We have gotten back over 50 responses.
2. Social Media Policy: That was approved at the last Board meeting and posted on the website.
3. The Inclement Weather policy (to be voted on at this meeting)
4. Professional Development Training Hours: We have 28 staff members and over one-half have completed all hours. Staff is being sent reminders to get their hours completed by June 30, 2021.
5. Website Usage Statistics: We are using Google Analytics to process that vast amount of information.
6. Forming a Teen Advisory Board: Due to Covid and everything going on, we have had fewer students in the library, but one student has joined. We are in the process of recruiting teens for the Board.

- 7. Collection Development: Some areas included are ordering, weeding out and electronic holdings. That will be a huge area and is in the research stage, but a lot has been done.

OLD BUSINESS

REMAINING TCRS UNFUNDED LIABILITY: After discussion that there was no timeline to pay off the remaining \$45,000.00 of the unfunded liability, and whether there was any reason to not pay it off now, the following motion was made.

The motion was made by Chris Causey and seconded by Paul Nutting to pay the remaining TCRS unfunded liability in the amount of \$45,000.00. The motion carried. The votes are as follows:

Bill Moore	Yes
Harold Barbee	Yes
Tim Harris	Yes
Sharon Hargraves	Yes
Chris Causey	Yes
Paul Nutting	Yes

MASK MANDATE: Per Michelle Adcock, the County’s mask mandate has expired. It was discussed that she would like to continue Staff being required to wear masks, and have signs posted that suggest patrons wear masks. It was decided that Michelle can require Staff to continue to wear masks.

The motion was made by Bill Moore and seconded by Sharon Hargraves that the sign on the door should say “Use of masks is suggested”. The motion carried. The votes are as follows:

Bill Moore	Yes
Harold Barbee	Yes
Tim Harris	Yes
Sharon Hargraves	Yes
Chris Causey	Yes
Paul Nutting	Yes

CONTINUED COVID LEAVE FOR STAFF: Per Michelle Adcock, the Covid-19 Leave Policy is in the Board’s packet as it came back from Richert & Dilliha. The Board had previously approved the policy prior to this wording. It states that it expires March 31, 2021 unless the Board takes action to extend it. Michelle stated if the Board wants to extend it, now would be the time to do it since it will expire prior to the next Board meeting. It is in addition to regular sick leave and is for all staff based on the hours they are scheduled to work. Michelle asked the Board if they want to extend it. Seeing no motion to extend, the Covid-19 Leave Policy will expire March 31, 2021.

NEW BUSINESS

BUDGET: The Budget Committee is composed of Bill Moore, Tim Harris and Paul Nutting. Per Tim Harris, the budget is basically the same as last year’s with just some numbers moved around to different areas, but no overall increase. There will have to be some changes later because of the additional payment of unfunded liability but it will not affect the bottom line. These changes would be treated as a balanced budget amendment.

The motion was made by Tim Harris and seconded by Paul Nutting to approve the budget as presented. The motion carried. The budget carried. The votes are as follows:

Bill Moore	Yes
Harold Barbee	Yes
Tim Harris	Yes
Sharon Hargraves	Yes
Chris Causey	Yes
Paul Nutting	Yes

FORMATION OF A NOMINATING COMMITTEE: The members whose terms are expiring are Bill Moore and Tim Harris. It was discussed that it is expected that one person from the Board of Mayor and Alderman and one person from the County Commission to be on the Board, and to be approved by the City and County. Per Michelle, Mr. Moore and Mr. Harris are both on their first term so they could be re-nominated if they want. Michelle read from the By-laws: “Officers shall be elected at the May meeting each year and take office at the July meeting.” Sharon Hargraves agreed to serve as a Nominating Committee of one to find someone to fill the seats being vacated on the Board, and to check about officer nominations to be presented in May. Michelle said she will send Ms. Hargraves a copy of the By-laws. Mr. Nutting stated that he is willing to serve again as Treasurer.

Chris Causey will attempt to contact Jane Ligon regarding her seat. The Board will then determine if she has missed three consecutive meetings with or without good cause, as stated in the By-laws.

AUDITORS SELECTION: Michelle Adcock reported that Blankenship's bill was at \$9,600.00 for this past year. The next lowest bid was from Matlock Clements. The advantage of staying with Blankenship is that they have audited this library in the past and we have a good working relationship.

The motion was made by Tim Harris and seconded by Chris Causey to remain with Blankenship as long as they do not exceed the second lowest bid. The motion carried. The votes are as follows:

Bill Moore	Yes
Harold Barbee	Yes
Tim Harris	Yes
Sharon Hargraves	Yes
Chris Causey	Yes
Paul Nutting	Yes

RETIREE BENEFITS: This is for people who have retired that are pre-age 65. We have always opted in to retiree coverage. We do not have anyone using this coverage. In the past we have just left it alone and stayed in. For a person pre-65, this should allow them to get some health insurance from the time they retire until they turn 65, at which point they are automatically covered by Medicare and would come off this program. Some employers do not want the liability; however, some like it because it can be a recruitment or retention tool.

A motion was made by Tim Harris and seconded by Chris Causey to continue the retiree coverage. The motion carried. The votes are as follows:

Bill Moore	Yes
Harold Barbee	Yes
Tim Harris	Yes
Sharon Hargraves	Yes
Chris Causey	Yes
Paul Nutting	Yes

THE FRIENDS OF THE LIBRARY: (ADDITIONAL TOPIC DISCUSSED) Per Ann Rausch, there are 60 members who have paid but only have about 5-10 who are active. The Friends of the Gorham-MacBane Public Library is a 501C3 and a State organization. The Friends organization has been around since at least 1995. Here in the library, Ed Lantz has built up our used book store, and has also brought in the pecan sale, as well as organizing the Kroger Feedback. We are also on Amazon Smile. We are bringing in money any way we can find it. Tim Harris stated that he would like for the Board, at some point, to arrange a reception with the Friends so we can better understand what they are doing, and they can see what we are doing, and in what direction we are going. Both would be an asset to each other. Corinne Balthrop stated that the Friends have sometimes matched funds for things we need in the library. They have done an amazing job over the years.

INCLEMENT WEATHER POLICY:

A motion was made by Sharon Hargraves and seconded by Bill Moore to adopt the Inclement Weather Policy as stated. The motion carried. The votes are as follows:

Bill Moore	Yes
Harold Barbee	Yes
Sharon Hargraves	Yes
Chris Causey	Yes
Paul Nutting	Yes
Tim Harris	Did not vote. We lost connection with him.

ADJOURNMENT

The meeting was adjourned by consensus. Corinne Balthrop thanked Ann Rausch for coming.

The next Board Meeting is May 14, 2021 at 11:00 a.m.