

MINUTES

Stokes Brown Public Library Board Minutes

July 8, 2022

Meeting called to order by Tim Harris

IN ATTENDANCE

Board Members present: Harold Barbee, Norma Dutton, Suzanne Glover, Sharon Hargraves, Tim Harris, Bill Moore, Paul Nutting and Renee Wray-Davis

Others present: Cecilie Maynor (Regional Director), Caitlyn Haley (Regional Assistant Director), Michelle Adcock (Director, SBPL), Michaela Willbanks (Assistant Director, SBPL) and Lynn Slabaugh (Administrative Assistant, SBPL)

Tim Harris called the meeting to order. A quorum was present according to the By-Laws.

Mr. Harris welcomed new Board Members, Norman Dutton, Suzanne Glover, and Jim Stelluto, who was not present.

APPROVAL OF BOARD MINUTES (May 13, 2022)

It was discussed that a correction to the May 13, 2022 Minutes will be made to show the correct spelling of Norma Dutton's name, and that a vote is not needed for that correction.

The motion was made by Bill Moore and seconded by Sharon Hargraves to approve the May 13, 2022 Minutes.

All voted in favor of. None opposed. The motion carried.

REPORT OF TREASURER

Steve Pierson was not present and Michelle Adcock discussed his financials, which were in draft form and given to the Board. She advised that some items were not included, as they occurred after the preparation of the draft. Michelle said that she has not been able to discuss the situation with Steve, but he may need to move money from fund balance into the budget to show in the financial statements that we had money to cover all the expenditures for the year. Michelle's current rough estimate is around \$53,416.33. We do not have an exact amount that may need to be moved as all the bills have not come in and all the income has not been officially added to the financials. The final total will be determined when Steve enters all the bank deposits and all the bills have arrived.

The overspending is mainly due to the plumbing emergency and other maintenance issues faced at the end of the fiscal year.

The motion was made by Paul Nutting and seconded by Harold Barbee to approve the Financial Statements with the ability to move money around to balance the budget.

All voted in favor of. None opposed. The motion carried.

REPORT OF REGIONAL LIBRARIAN

The Report of the Regional Librarian was presented by Cecilie Maynor. She provided copies of the State's Official Public Library Service Area 2021-2022 document to be signed by Tim Harris. The document states that the official service area population for Stokes Brown Public Library is 59,278, and for White House Public Library is 14,820.

Cecilie further discussed that the Regional Board has ended and focus will be on the Board Chairs. The first meeting will be held on August 8, 2022, and attendance can be either in person or virtually. Cecilie said that she anticipates asking Tim Harris to speak about best practices for library boards.

Cecilie stated that the MOE is coming out in the next few weeks and she will send it to Tim Harris and Michelle Adcock. The Standards Survey is due next Friday and the Tech Grant is due July 17, 2022. Cecilie also advised that the new State Librarian is James Ritter, who will begin July 25, 2022.

Cecilie discussed that some libraries are facing challenges to materials. Also, there are people coming into libraries who are recording and taking videos of staff and patrons, and some are disruptive. She advised that everyone should review their policies again. There is training regarding these types of incidences on Niche Academy. She stated that because we are a governing board, we want to be familiar with this.

Cecilie further stated that she will be meeting with the new Board members regarding training. She also stated that good attendance with training helps Michelle with the tech grant.

Caitlyn Haley, Regional Assistant Director, discussed training. She stated that Michaela Willbanks sent her the Stokes Brown training numbers and all staff have met training requirements. She congratulated the Board on recognizing the importance of training, and for allowing the library to close for that purpose. Caitlyn further discussed that the new fiscal year training requirements are starting over, with the first training, LIBRARY THINGS, on August 9. Library things are things other than books that we lend.

DIRECTOR'S REPORT

The Director's Report was given by Michelle Adcock. Michelle reported that in May, we hosted 68 programs and activities with 1,089 participants. In June, our "Oceans of Possibilities" summer reading program attendance was very good. We hosted 46 programs and activities with 1,352 participants. The Nashville Ballet was a great program, and the patron's loved it. We saw an increase in our numbers from May to June in circulation, library visits, computer users and website visits. She further reported that the library has added another new online database. Thanks to a grant from the Draughton Foundation, the electronic version of the Wall Street Journal is now available to our patrons.

Michelle advised that we did not offer our computer training classes in June due to the summer reading program and staff being out. She also said that we received a Thank You note from Elizabeth Graves, with UT Extension and a former staff member. Elizabeth held the Eat Smart Move More cooking classes for adults. That class had a total of thirteen participants with five of them graduating from the program.

REPAIR OF CORNICE FROM LIDDLE BROTHERS (\$4,846.00) – Michelle Adcock reported that the repair to the cornice took five or six days. She said that the Liddle Brothers were the original installers and although it was not under warranty, they gave us a big break on the price. Michelle further reported that during the plumbing repairs, people from the City and the County

came to make sure all was done properly. She said that the City and County maintenance save us a lot of money with their assistance on repairs and maintenance.

HOT SPOT UPDATE - Michelle Adcock stated that at the last Board meeting we had an inquiry about possibly adding additional hot spots to be checked out by patrons. She reported that to add five new 5G hot spots, the cost would be \$336.00 per hot spot, and the monthly service would be \$29.40 per hot spot. The hot spots we now have are 4G. Adding 5G hot spots, would give us two waiting lists, one for the 4G and one for the 5G. A few years ago, we added nine hot spots, which enabled our hold wait to go from approximately twenty-five to approximately four. The hold time of approximately four that we are now experiencing could possibly go from four to no waiting. A patron could possibly check in one and check another one back out with no hold time.

PROGRESS ON LIBRARY STANDARDS – Michelle Adcock reported that we are focusing on getting the survey done, as well as forming a strategic plan, which she feels will make everything else fall into place. Caitlyn Haley offered that the Region has many resources for strategic planning and to let her know if we need those. Michelle said that Ryan Martin offered the same.

OLD BUSINESS

MISSION STATEMENT -

The motion was made by Paul Nutting and seconded by Bill Moore for the Library's Mission Statement to read as follows:

To inspire lifelong learning through connections to knowledge and the communities of Robertson County.

All voted in favor of. None opposed. The motion carried.

SHARON HARGRAVES 2ND TERM -

The motion was made by Paul Nutting and seconded by Bill Moore to approve Sharon Hargraves serving for a second term.

All voted in favor of. None opposed. The motion carried.

RE-APPROACH COUNTY REGARDING EMPLOYEE HEALTH INSURANCE –

Michelle Adcock said that it was mentioned to her at a County meeting that we may want to re-approach the County about allowing the Library employees to be insured under their insurance plan. She talked to the County about it prior to Covid. The Board agreed it was a good idea to reach out again.

DISPOSAL OF SURPLUS SHELVING –

A discussion was held regarding the excess shelving that the Library is still storing. The Humphreys County Library did not need it, as was previously thought. The Board agreed if no one else needed it, we can dispose of it. No vote was needed.

STAGGERING OF TERMS FOR NEW BOARD SEATS –

After discussion regarding staggering the terms for the new board seats, a motion was made.

The motion was made by Paul Nutting and seconded by Suzanne Glover to change the following Board members' terms. Paul Nutting's term is to expire in 2023. Suzanne Glover's term is to expire in 2024.

All voted in favor of. None opposed. The motion carried.

NEW BUSINESS

REALLOCATIONS: Michelle Adcock prepared and provided a handout to the Board showing the budget reallocations. After discussion, the following motion was made:

The motion was made by Bill Moore and seconded by Renee Wray-Davis to approve the reallocations as presented.

All voted in favor of. None opposed. The motion carried.

FRIENDS OF THE LIBRARY / IMAGINATION LIBRARY PARTNERSHIP – Michelle Adcock discussed that we were approached by the Governor’s Early Literacy Foundation, who was looking for a local 501C3 to give funds to for the Governor’s Books from Birth in partnership with Dolly Parton’s Imagination Library programs for children in Robertson County ages 0-5. The Friends of the Library will keep the funds in a separate account, and they will do all the associated paperwork. It will be completely separate from the Library. Michelle advised that this will increase the cost of our audit approximately \$500.00 - \$1,000.00, and the Friends of the Library have agreed to pay the additional cost of the audit.

LETTERS TO PARENTS – Michelle Adcock prepared and provided to the Board a letter to Parents/Caregivers of SMS/IA scholars who visit the library after school. She expressed her gratitude in allowing our library to be a part of these children’s paths to independence. She stressed that their safety, and the safety of our other patrons is our priority, and that certain behaviors cannot be allowed or tolerated. Additionally, she advises parents/caregivers that our parking lot cannot be used as a pickup location for school dismissal, as it creates an unsafe situation for students on foot in the parking lot, as well as our patrons using the library during that time. Her letter encourages and welcomes parents to come inside and enjoy the library while they wait for their children. Additionally, she provided her telephone number and email address for any parents who wish to contact her.

ADDITIONAL DISCUSSIONS –

Tim Harris stated that he would like to have a reception or dinner with the Friends of the Library, and stated how important that relationship is.

ADJOURNMENT

Adjournment was by consensus.

The next Board Meeting is September 9, 2022 at 8:30 a.m.