

STOKES BROWN PUBLIC LIBRARY BOARD MINUTES

November 17, 2023

IN ATTENDANCE

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Board Members present: Harold Barbee, Suzanne Glover, Sharon Hargraves, Tim Harris, Martin Morgan, and Jim Stelluto

Others present: Cecilie Maynor (Regional Director), Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director), Jana Hatcher (SBPL Administrative Assistant), and Steve Pierson (Pierson, CPA), Bob Adams, CPA Senior Manager (Blakenship CPA Group), Jennie Waddington and Susan Guthrie (Friends of Stokes Brown Library), Lea Marie Astier (Guest)

The meeting was called to order by Tim Harris. A quorum was present according to the By-laws.

PUBLIC COMMENT PERIOD

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None

Presentation of Annual Financial report for the 2022-2023 Fiscal Year

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Bob Adams, CPA Senior Manager of Blakenship CPA group presented a summary of the audit performed by his group. He stated the audit did not reveal any findings, and the opinion of the auditors were unmodified and clean. The library was in a favorable position for Cash as a Percentage of Expenditures at 29% according to state standards (above 15%). Additionally, the library was in a favorable position for Current Liabilities as a Percentage of Cash at 22% according to state standards (less than 25%). He also thanked Michelle Adcock and her staff for the organization of documents, which made their job easier.

APPROVAL OF BOARD MINUTES (September 8, 2023)

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**The motion was made by Sharon Hargraves and seconded by Suzanne Glover to approve the Minutes for September 8, 2023.**

**All voted in favor of. None opposed. The motion passed.**

## REPORT OF THE TREASURER

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Steve Pierson provided Financial Statements dated September 30, 2023 and October 31, 2023. He stated all was well with the financials, and those areas that looked like problem areas were catch up as the fiscal year unfolded.

**The motion was made by Sharon Hargraves and seconded by Suzanne Glover to approve the financials as presented.**

**All voted in favor of. None opposed. The motion passed.**

## REPORT OF THE REGIONAL LIBRARIAN

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The Report of the Regional Librarian was given by Cecilie Maynor, Regional Director. She provided some important upcoming dates:

11/22/23	Regional Training for Teen Librarians
11/28/23	Working with the Board
12/12/23	Teens Roundtable
12/13/23	Technology/IT Workshop
12/19/23	Culture for Leadership

Cecilie discussed how lack of attendance from the Board at the Trustee Workshop impacted the Technology Grant. She also mentioned the following:

- The Standard Report had been distributed and would be discussed again in January, 2024. She pointed out there were some standards that were marked as no, but they were actually being worked on and would be updated.
- Image Evaluation should be done every other year to ensure the public image of the library is current.
- The issues with the courier for ILL has been resolved.
- The library should coordinate with the city and county with their emergency plan.
- The Advantage Collection is a statewide collection of over 200,000 of audio and E-books. Currently, libraries across the state are also curating their own collections to better serve their patrons.

## REPORT OF DIRECTOR

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The Director's report was given by Michelle Adcock. She highlighted the following:

- Circulation numbers continued to be strong
- Technology Training and Online Resources locally owned database received 186 uses in September and 260 uses in October. Additionally, the library resumed technology classes for the public.
- Outreach and Community has had an outstanding couple of months due a field trip to Shade Tree Orchard, the Trick or Treat event and Ms. Scuba Queen, USA.

The library will be closed on December 5<sup>th</sup> for staff training, which will include Naloxone/overdose training.

Michaela Willbanks presented the updated Strategic Plan with new objectives for each goal.

## OLD BUSINESS

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### POLICY CHANGES

Michelle Adcock discussed proposed changes to Computer Use & Internet Safety Policy. She stated the board must review CIPA (Children's Internet Protection Act) related policies annually per the New Public Library Service agreement. Additionally, the length of time on a computer has been extended to four hours/day/patron.

**The motion was made by Sharon Hargraves and seconded by Martin Morgan to approve the Computer Use & Internet Safety Policy as presented.**

**All voted in favor of. None opposed. The motion passed.**

Michelle Adcock discussed the proposed changes to the Patron Conduct Policy. She state the changes to this policy included removing procedural components that were not policy. Additionally, the repercussions for infractions by patrons had been streamlined and strengthened to ensure the safety of other patrons and staff.

**The motions was made by Martin Morgan and seconded by Suzanne Glover to approve the Patron Conduct as presented.**

**All voted in favor of. None opposed. The motion passed.**

EMERGENCY EXPENSE

Michelle Adcock stated the repairs from the water damage has been completed. The total for the repair was \$8,619.56, with a \$1,000 deductible.

**The motion was made by Jim Stelluto and seconded by Harold Barbee to approve the emergency expense.**

**All voted in favor of. None opposed. The motion passed.**

NEW BUSINESS

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HOLIDAY BONUS FOR STAFF

Michelle Adcock presented the Board with a Proposal for Holiday Bonuses for library personnel.

**The motion was made by Sharon Hargraves and seconded by Jim Stelluto to approve the holiday bonuses as presented.**

**All voted in favor of. None opposed. The motion passed.**

PHONE UPGRADE

Michelle Adcock presented four proposals to upgrade the phone/intercom system. She stated one copper line would need to be maintained for the elevator and a line for the fax machine (Required by the state). Currently, the monthly fee for phone service through ATT is \$454 per month. The Foundation will cover the cost of new phones. The following are the quotes for the monthly fees for 12 phone lines:

- ENA (used by Robertson County Schools) \$105.71
- Vonage (used by City of Springfield) \$278.43
- Crosspath \$330.00
- Turner \$388.50

**The motion was made by Harold Barbee and seconded by Suzanne Glover to approve ENA as the new phone service/upgrade for the library.**

**All voted in favor of the motion. None opposed. The motion passed.**

## GRANTS

Michelle Adcock stated the library had received three grants:

- Technology grant of \$2,536 which includes \$1,268 of local funds
- E-rate/PCS grant of \$71,390.38 total, including \$17,750.10 of local funds
- Brown Foundation grant of \$40,057 towards RFID Phase II

**The motion was made by Sharon Hargraves and seconded by Jim Stelluto to accept the grants.**

**All voted in favor of the motion. None opposed. The motion passed.**

## POSSIBLE CLOSURE FOR NETWORK UPGRADE

Michelle Adcock asked for discretion to possibly close for the Network Upgrade, if needed.

**The motion was made by Martin Morgan to give Michelle Adcock discretion to close the library, if needed, for a network upgrade. Suzanne Glover seconded the motion.**

**All voted in favor of the motion. None opposed. The motion passed.**

## 2024 Closure Calendar

Michelle Adcock presented proposed closure dates for 2024. Martin Morgan suggested the library close at noon on New Year's Eve.

**The motion was made by Sharon Hargraves to accept the calendar as presented to include closing at noon on New Year's Eve as presented. Jim Stelluto seconded the motion.**

**All voted in favor of the motion. None opposed. The motion passed.**

## Appointment of Budget Committee

Tim Harris asked if there were any volunteers, hearing none he appointed Paul Nutting and Martin Morgan. Tim Harris appointed himself.

## ADJOURNMENT

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Adjournment was by consensus.

Next Board Meeting January 12, 2023, 8:30