

STOKES BROWN PUBLIC LIBRARY BOARD MINUTES

September 12th, 2025

IN ATTENDANCE

Board Members present: Lisa Arnold, Laurel Burr, Renée Wray-Davis, Norma Dutton, and David Walker

Others present: Cecilie Maynor (Regional Library Director), Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director), Jana Hatcher (SBPL Administrative Assistant), Lee Marie Astier (Guest), Jennie Waddington (Guest), Ed Lantz (Guest)

Present via Zoom: James Armistead (TCRS), Stephen Pierson (Pierson, CPA)

CALL TO ORDER

Lisa Arnold called the meeting to order at 8:31 a.m. A quorum was present according to the By-laws.

PUBLIC COMMENT PERIOD

There were no requests by the public to address the Board.

SPECIAL REPORTS

Discuss and possibly take action on Resolution to Offer TCRS 401 (K)/457 Plans

James Armistead presented the information to begin offering a 401 (K)/457 plans to all employees. If adopted, training would be provided. Employees can enroll at any time, they do not need to wait for open enrollment.

The motion was made by David Walker and seconded by Laurel Burr to approve the Resolution to Offer TCRS 401 (K)/457 as presented.

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

Discuss and possibly take action on Resolution Repealing TCRS Provision 6 (6 month waiting period)

James Armistead was available for any questions regarding repealing the 6 month waiting period to begin contributing to TCRS for full time employees. The repeal will allow employees to start contributing on their first day of employment.

The motion was made by Laurel Burr and seconded by David Walker to approve the Resolution Repealing TCRS Provision 6 as presented.

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

APPROVAL OF MINUTES July 11, 2025

The motion was made by David Walker and seconded by Laurel Burr to approve the July 11, 2025, minutes as presented.

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

REPORT OF BUDGET COMMITTEE

Discuss and possibly take action on Staff Raises and Starting Rates

Michelle Adcock stated we had received the total requested additional funding of \$30,100 (combined) from the funding bodies. The budget planned to use this funding for staff raises. There will be an across the board 7% pay increase for everyone. In addition, there will be an additional 1 to 2% increase for positions who are not within their 85% of their target salary. The goal is to get everyone to at least 85% of their target salary.

The motion was made by Laurel Burr and seconded by David Walker to approve the staff raises and beginning starting pay rates as presented.

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

Michelle Adcock requested the Board make the pay raise retroactive to July 1, 2025, issued in a separate check to employees.

The motion was made by Laurel Burr and seconded by David Walker to approve a printed to check to employees for retroactive pay increases back to July 1.

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

Discuss and possibly take action on continuing to pay 75% of Employee Health Insurance Premiums

Michelle Adcock stated the Library currently pays 75% of the Employee's Health Insurance Premiums. This action is to allow the Library to continue to do so.

The motion was made by David Walker and seconded by Laurel Burr to approve the Library to continue paying 75% of the Employee Health Insurance Premiums.

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

Discuss and possibly take action on Final Approval of the FY 25-26 Budget

Michelle Adcock presented a copy of the FY 25-26 Budget to include the \$30,100 monies provided by the City of Springfield and Robertson County for pay raises.

The motion was made by Laurel Burr and seconded by Renée Wray-Davis to approve the FY 25-26 Budget as presented.

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

REPORT OF THE TREASURER

Steve Pierson reported the draft financial statements reported \$404,644.62 in the US Bank Checking Account. He stated the budget for FY 25-26 is divided by twelve months. As the year progresses and expenditures occur, everything will fall into place.

The motion was made by David Walker and seconded by Laurel Burr to approve the financial statement as presented.

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

REPORT OF THE REGIONAL LIBRARIAN

The Report of the Regional Librarian was given by Cecilie Maynor. She provided some important updates:

- She thanked Michelle and Laurel for attending the Trustee Workshop.
- The White House Library has a new Director, Angela Brady.
- Clarksville-Montgomery County Public Library opened its new branch.
- The MOE has been submitted and it looks great.
- The Public Library Survey is open and due September 30th.
- The Regional Office will be closed on November 11, 2025 in observance of Veteran's Day.
- TN250 – Grant Opportunities was created by the Tennessee Commission for the United States Semiquincentennial was created to plan, encourage, develop and coordinate the commemoration of the 250th anniversary of the founding of the United States, and recognize Tennessee's integral role in that event and the impact of its people on the nation's past, present, and future. Grant opportunities are available for libraries.
- Upcoming Trainings and Meetings
September 10th 9am to 3pm Trustee Workshop John P. Holt Brentwood Library
September 18th 10am to 1pm Public Library Survey Open Tab Online
October 7th 9am-4pm Summer Reading Conference Tennessee State Library and Archives
October 14th 9am to 12pm The Hiring, Calibrating, & Performing Triangle Online
November 3rd-5th 9am to 1pm daily Tenn-Share Showcase Virtual

REPORT OF DIRECTOR

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

- Pat Bellar will be retiring on September 30th. We will be having a reception on September 26th from 11am-1pm.
- The library is honored to serve as a designated location for a flag retirement box. Lawson Easter of Boy Scout Troup 144 completed this project for his Eagle Scout Badge. This initiative

provides the community with an appropriate means to ensure that worn flags are respectfully retired.

- Our adult bingo partner for August was the Open Door Pregnancy Center.
- The theme for the 2026 Summer Reading Program is “Unearth a Story”.
- Plans for the annual Trick or Treat event are well underway. The event will be October 23rd.
- In the FY 24-25 we had 796 Programs and Activities with 17,328 attendees.

Strategic Plan Update

Michaela Willbanks reported the Strategic Plan had been updated. The new objectives are highlighted in green. Each goal has been updated.

Friends of the Library

Ed Lantz presented a financial report for the Friends of the Library. He also gave a summation of how the friends support the library with different events. He addressed the \$1,600,000 donation from the Stokes Brown Trust and discussed some of the ideas they had to spend the money. They want to extend the Children’s Garden towards the alley and additional parking.

REPORT OF POLICY COMMITTEES

Discuss and possibly take action on Request for Reconsideration/Collection Development

Michelle Adcock stated a few changes had been made to update the size of the library collection and the addition of Wonderbooks. Additional minor changes are highlighted in red.

The motion was made by Laurel Burr and seconded by Renée Wray-Davis to approve the *Request for Reconsideration/Collection Development* as presented.

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

Discuss and possibly take action on Technology Use and Child Internet Protection Act (CIPA)

Michelle Adcock stated this policy has not been changed, but it was in the rotation to be reviewed.

The motion was made by Laurel Burr and seconded by David Walker to approve the *Technology Use and Child Internet Protection Act (CIPA)* policy as presented.

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

Discuss and possibly take action on MOU with Friends of the Library

Michelle Adcock presented the MOU with Friends of the Library. The purpose, mission alignment, roles and responsibilities, communication and coordination, financial relationship, amendments and termination, and gift acceptance policy are all addressed in this MOU.

The motion was made by Laurel Burr and seconded by David Walker to approve the *MOU with Friends of the Library* policy as presented.

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

Discuss and possibly take action on Cyber Security Policy

Michelle Adcock present the Cyber Security Policy. She stated this was not a public facing document since it stated how we secure our digital assets of the library and ensure the safety of patron data.

The motion was made by David Walker and seconded by Laurel Burr to approve the *Cyber Security Policy* as presented.

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

OLD BUSINESS

NEW BUSINESS

Discuss and possibly take action on Plumbing Re-Pipe Quotes

Michelle Adcock presented a set of three quotes to replace the cast iron pipe:

- Roto-Rooter \$12,989
- Hiller Plumbing \$19,675
- Five Star \$39,750

The motion was made by David Walker and seconded by Renée Wray-Davis to approve the bid from Roto-Rooter to replace the cast iron pipes.

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

Discuss and possibly take action to Grant the Director Permission to Close as Needed during Re-pipe

Michelle Adcock stated she did not expect to have to close during this time, but if something did come up she would like to have the discretion to do so.

The motion was made by Laurel Burr and seconded by David Walker to approve to Grant the Director Permission to close as needed during re-pipe.

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

Discuss and possibly take action on Purchase of NovelBranch from Convergent Technologies Book Vending Machine

The motion was made by David Walker and seconded by Laurel Burr to table this discussion until a location is found for the book vending machine

All voted in favor of. None opposed. The motion to lay on the table passed.

Discuss and possibly take action to on Accepting/Expendng Tech Grant of \$7,280 from the state and \$7,280 from Foundation (\$14,560 total)

The motion was made by Laurel Burr and was seconded by David Walker to accept the grant.

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

Adjournment was by consensus.

Next Board Meeting November 14, 2025, 8:30 am