

MINUTES

Stokes Brown Public Library Board Minutes

May 14, 2021

Meeting called to order by Corinne Balthrop

IN ATTENDANCE

Board Members present: Corinne Balthrop, Harold Barbee, Chris Causey and Paul Nutting

Others present: Elizabeth Kozlowski (White House Public Library, Director), Joyce Partain (White House Public Library, Board Chair), Cecilie Maynor (Red River Regional Library), Ed Lantz (Friends of the Gorham-MacBane Public Library), Michelle Adcock (SBPL), Patricia Bellar (SBPL), Callie Vaden (SBPL) and Lynn Slabaugh (SBPL)

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

APPROVAL OF MINUTES (March 12, 2021)

The motion was made by Chris Causey and seconded by Paul Nutting to accept the March 12, 2021 Minutes as presented.

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

REPORT OF TREASURER

Financial Statements: Steve Pierson was not present. A copy of the Financial Statements dated March 31, 2021 and April 30, 2021 were provided to the Board in their packets.

The motion was made by Paul Nutting and seconded by Harold Barbee to approve the Financial Statements as presented.

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

SPECIAL REPORT

Elizabeth Kozlowski, Director of White House Public Library, shared their tentative plan regarding the ILS consortium. She stated that if we decided to stay with TLC as well, White House Public Library will pay for one-half of the cost.

REPORT OF REGIONAL LIBRARIAN

The report of the Regional Librarian was given by Cecilie Maynor. She discussed the plan to start in-person training in July. The law eliminating the Regional Board has been signed and they will be meeting in July to discuss same. Regarding Title VI, there should be some service for patrons with limited English language. Michelle will look into that locally and see what is available. The Library Services Agreement is ready to be signed again, with no changes. The tech grant deadline is sometime in July. The Trustee Certificate is to be done by that time. She will send out reminders next week. The Standards Survey deadline is in July. There is an in-service today on Website Development. There is a virtual Cataloging Roundtable June 15. A discussion was held regarding the breakup of the Regional Board. She said that the Board would need to make a decision about possibly going from seven to nine members on the local board. That would increase the quorum and the By-laws would need to be changed.

DIRECTOR'S REPORT

The Director's Report was given by Michelle Adcock. She read Jane Ligon's letter of resignation from the Board, as well as a letter from Elizabeth Graves, a staff member who recently resigned. In March we partnered with Mental Health America to bring a program empowering seniors to recognize signs of mental health or substance abuse issues and to take early action. Also in March, we continued to offer online story times, in-person computer classes and teen room activities after school. We have revamped our Spanish collection and moved it to a more prominent location. As a result, we have seen increased interest in these items. During the month of April, we held a staff training day where twenty staff members were trained in first aid, CPR and use of the AED. The Friends of the Library provided the meal, which we greatly appreciated. Our circulation numbers remain steady. We expect to see these numbers rise slowly with the reintroduction of children's activities. We are holding a blood drive with the American Red Cross on May 25. Summer activities are being added to the online calendar.

PROGRESS ON LIBRARY STANDARDS: Callie Vaden gave an update on the progress of the Library Standards.

Collection Development. The research phase has been completed and has included watching webinars on how to make policy and gathering examples of similar policies from other libraries. We have completed the outline phase taking research into account. We are currently working on the drafting phase. We are hoping to have the first half drafted by mid-June, and the second half drafted by mid-July. The completed full draft will be submitted for review to the Director and Assistant Director.

Teen Advisory Board (TAB) / Teen Volunteers. We have completed the Advertisement Phase and garnered interest with middle and high school students, ages 13-18; have drafted TAB and new volunteer service hours form. We have completed the Membership Phase. Five teens have signed and returned forms to become active members; two separate meetings were held in April where future programs were discussed. We have completed the Non-Member Volunteer Phase. Teens not interested in pursuing a year-long membership with the SBPL TAB can discuss with Callie other volunteer opportunities. Callie also works with teens needing immediate service hours. There has been steady involvement.

Library Disaster Plan. This plan involves a set of policies, tools and procedures to enable the recovery or continuation of vital technology infrastructure and services following a natural or human-induced disaster. We have completed the inventory, employee contacts, medical information, and what items to salvage. The disaster team leader emergency contact is Corinne Balthrop or Tim Harris. And there is some paperwork needed to be filled out by them.

Technical Standards. An inventory was taken of all working/usable tech equipment in the library. The spreadsheet provided to the Board breaks our technology down by year, location and replacement cost and will be used to guide future Technology Grant purchases. The inventory will be updated as needed, as it is a work in progress.

REPORT OF NOMINATING COMMITTEE

Sharon Hargraves was not present. No report was given.

OLD BUSINESS

TCRS UNFUNDED LIABILITY UPDATE: After discussing the letter from James Wayman, Director, TCRS, dated May 7, 2021, regarding the revised total employer rate following the \$90,000.00 lump sum payment made, and current options for paying a higher contribution rate, a motion was made.

The motion was made by Paul Nutting and seconded by Chris Causey to authorize a two percent (2%) payment for this year.

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

CONTINUE OR REMOVE MASK SIGNAGE ON DOOR:

The motion was made by Chris Causey and seconded by Paul Nutting to remove the mask signage from the doors

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

NEW BUSINESS

REGIONAL BOARD UPDATE – DISCUSSION: Michelle said that she felt that this was covered by Cecilie Maynor in her Regional Director’s Report and asked if there was any further discussion. There was not.

SCHEDULE OF UPCOMING MEETINGS: Michelle pointed out that the schedule of upcoming Board meetings was included in the Board’s packets.

REALLOCATIONS IN 20-21 BUDGET: A discussion regarding reallocations in the 2020-2021 budget was held and a motion was made regarding same.

The motion was made by Chris Causey and seconded by Paul Nutting to accept the chart of budget amendments.

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

After further discussion, **the motion was made by Chris Causey and seconded by Paul Nutting to add a new amended revenue line item of \$90,000.00 to the current year’s budget that states that the source is the general fund under other income. It will also add a new amended expense line item showing an unfunded liability payment to TCRS of \$90,000.00.**

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

ILS OPTIONS: A discussion was held regarding the possibility of leaving the library consortium with Sumner County. Michelle explained the possible ILS options of either purchasing new software (Surpass or Atrium) and issues that would create, or staying with TLC and continuing to use their LS2 software. Michelle explained why she preferred to stay with TLC using LS2.

A motion was made by Chris Causey and seconded by Paul Nutting that if White House Public Library is willing to split the cost 50/50, we leave the consortium in September and remain with TLC.

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

ADJOURNMENT

The meeting adjourned by consensus.

The next Board Meeting is July 9, 2021 at 11:00 a.m.