

MINUTES

Stokes Brown Public Library Board Minutes

November 12, 2021

Meeting called to order by Corinne Balthrop

IN ATTENDANCE

Board Members present: Corinne Balthrop, Sharon Hargraves, Tim Harris, Bill Moore and Paul Nutting

Others present: Bob Adams (Blankenship CPA Group, PLLC), Steve Pierson (CPA), Cecilie Maynor (Red River Regional Library), Michelle Adcock (SBPL), Lynn Slabaugh (SBPL) and Lee Marie Astier (WDBL Radio)

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

APPROVAL OF MINUTES (September 10, 2021)

The motion was made by Tim Harris and seconded by Sharon Hargraves to accept the September 10, 2021 Minutes as presented.

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

SPECIAL REPORT

The Audit report (in draft form) was given by Bob Adams of Blankenship CPA Group, PLLC. Mr. Adams reported that it was an unqualified clean report with no internal control problems. He reported that there is one change to the Financial Highlights on Page 4 regarding the Library Support by the City and County, which is actually \$888,000.00 for both fiscal years 2020 and 2021. Mr. Adams said that upon Board approval, the Audit will be filed with the State, and that the deadline to file is December 31.

The motion was made by Sharon Hargraves and seconded by Tim Harris to accept the Audit as amended on Page 4.

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

REPORT OF TREASURER

FINANCIAL STATEMENTS. Steve Pierson presented the Financial Statements for September 30, 2021 and October 31, 2021. He reported that we have received appropriations from both the City and County. The year-to-date net income is \$96,893.63. Corinne stated that we very much appreciate the work that Mr. Pierson does for us.

REPORT OF THE REGIONAL LIBRARIAN

The Report of the Regional Librarian was given by Cecilie Maynor. She reported that a Trustee Workshop was held and that the link is available to watch until the end of the year. The next training is December 14, Crisis Communication. The trainer will be Elise Shelton and it will be virtual. She further reported that the NASA STEM kits are being circulated to public schools and may come through our library. The ARPA Grant has been awarded. Beginning in January, the library can spend state funding on E-Books. She stated that we will have trainings in December and January.

REPORT OF THE DIRECTOR

The Report of the Director was given by Michelle Adcock. Michelle reported that the Collection Development policy is in progress and she has a draft copy, which should be ready for review by the Board by January. She discussed that there have been book challenges across the state and, although we have had questions from patrons regarding book content, we have not had any official challenges. The Collection Development policy has a system to deal with challenges.

Michelle further reported that regarding the ILS migration, we are now in the Cloud with White House and have split from Sumner County. Overall, the transfer went very smoothly.

Michelle reported that our numbers dipped a little in September, but October showed the highest monthly door count numbers since the pandemic began. We feel that much of the increase is due to our very successful Trick-or-Treat event that drew an estimated 550 people with a count of 350 children. This year many local government agencies and non-profits handed out candy and treats supplied by the library and our Friends of the Library group. Parents were supplied with information regarding the agencies and groups involved, as well as information on community services. The Friends of the Library and our book club were able to promote library services as well.

Our staff member, Edi, translated our library policies into Spanish. This has been a longtime goal of the library. Staff member, Cary, has built a labyrinth in the Community Room. Beginning in November, it is open to our patrons for meditative walks. Terry Price, a trained labyrinth facilitator, came and taught people how to walk a labyrinth. The first event had 6 attendees. We believe this will be a great adult program.

Our new Family Literacy Librarian is Morgan Riekeman, our new Circulation Supervisor is Jessica Kozlowski, and Jana Hatcher is our new Circulation Clerk. We will be holding interviews for the Assistant Director, and John Grubbs will be assisting Michelle with that process.

Sharon Hargraves requested a list of staff members, with updates.

Michelle reported that the library received \$7,296.00 in ARPA grant money from the state and that the Foundation will provide \$1,824.00 for the local match. These funds will be used to upgrade software in the computer lab.

Our staff development day is scheduled for December 7. Caitlyn Haley from the Region will be presenting training for the staff regarding the Tennessee Electronic Library (TEL).

OLD BUSINESS

A discussion was held regarding the number of Board members required to amend the By-Laws.

The motion was made by Tim Harris and seconded by Paul Nutting to begin the January 2022 meeting at 8:30 a.m.

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

It was agreed to leave the motion on the table and vote at each meeting regarding the starting time of the following Board meeting.

NEW BUSINESS

- CHRISTMAS BONUS (vote)

The motion was made by Tim Harris and seconded by Sharon Hargraves to have the staff Christmas bonuses paid as follows:

\$150.00 to full time staff

\$100.00 to part time staff with special duties

\$50.00 to clerk staff

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

- ARPA GRANT (vote)

The motion was made by Tim Harris and seconded by Paul Nutting to expend the ARPA Grant as previously discussed in the Director's Report.

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

- DRAUGHON FOUNDATION GRANT (vote)

The Stokes Brown Charitable Foundation has given a check to the Stokes Brown Library Foundation in the amount of \$2,800.00. The grant is going to be used for additional automatic door openers upstairs, to paint the foyer and the teen room and for one-half of the cost to carpet the Community Room.

A discussion was held regarding possibly having a policy for making decisions about purchasing and pricing.

The motion was made by Sharon Hargraves and seconded by Tim Harris to spend the Foundation grant as stated.

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

- CLOSURE DATES 2022 (possible votes)

The motion was made by Tim Harris and seconded by Bill Moore to close the library all day on New Year's Eve (December 31, 2021), New Year's Day (January 1, 2022) and January 2, 2022.

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

The motion was made by Paul Nutting and seconded by Tim Harris to close the library for staff development one day in April, 2022, which date is to be decided by Michelle.

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

- **BUDGET COMMITTEE REAPPOINTMENT (DISCUSSION) Committee to consider FY 22-23, spending progress in 21-22, and purchasing plan.**

The Budget Committee members for FY 21-22 are Paul Nutting, Bill Moore and Tim Harris. All members agreed to serve again for FY 22-23. No motion was needed.

It was discussed that copies of the final audit, budget, calendar, Board Minutes and Financial Statements should be sent to the City and County Mayors, City Aldermen and County Commissioners. Michelle said that she would do that.

ADJOURNMENT

The meeting was adjourned by consensus.

The next meeting will be January 14, 2022 at 8:30 a.m.