

MINUTES

Stokes Brown Public Library Board Minutes

May 13, 2022

Meeting called to order by Corinne Balthrop

IN ATTENDANCE

Board Members present: Corinne Balthrop, Harold Barbee, Chris Causey, Sharon Hargraves, Tim Harris, Bill Moore, Paul Nutting (had to leave before voting began), Renee Wray-Davis.

Others present: Steve Pierson, (Steve Pierson, CPA), Mary Ann Jordan (Regional Board Chair), Michelle Adcock (SBPL), Michaela Willbanks (SBPL), Lynn Slabaugh (SBPL), Lee Marie Astier (Guest) and Martin Morgan (Guest).

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

APPROVAL OF BOARD MINUTES (March 11, 2022)

The motion was made by Sharon Hargraves and seconded by Tim Harris to approve the March 11, 2022 Minutes.

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

REPORT OF TREASURER

The Report of the Treasurer was given by Steve Pierson. He discussed the Financial Statements presented and stated that the library is still in good health financially. Corinne Balthrop thanked Mr. Pierson for all of the hard work that he does for the library.

REPORT OF REGIONAL LIBRARIAN

The Report of the Regional Librarian was prepared by Cecilie Maynor, given to the Board, and presented by Michelle Adcock in Cecilie's absence. The report discussed the following: Upcoming Training Sessions, The Library Training Tracker, The Tennessee Trustee Certification Program, The 2023 Tech Grant application – deadline July 17, 2022, Partners for Public Libraries (a copy was provided to the Board in their packets), The Library Service Agreement and MOE, the State Librarian and Archivist, Chuck Sherrill retires on June 4, 2022, the Regional Board met for last time in April, and the Quarterly Board Chair Meeting will be held August 8, 2022 at 1:30 p.m. at the Red River Regional Office.

Mary Ann Jordan, Regional Board Chair, expressed her thanks and appreciation for the Regional Board members, and for our library.

DIRECTOR'S REPORT

The Director's Report was given by Michelle Adcock. She reported that our March numbers were up in all areas, and that our door count for library visits was the highest since the pandemic began in 2020. We held a Pinewood Derby which included a series of programs to learn the physics involved in making a faster derby car. The prizes for the derby were sponsored by Payne Chevrolet. Michelle further reported that the program and activity attendance for April set a post-pandemic record. We have resumed cooking classes through a partnership with the UT Extension, which will continue through May. The library served as the starting point for the Downtown Springfield Literacy Art Walk.

Michelle advised that we expanded our e-item holdings in Libby using Regional funds for the first time. We continue to offer our computer classes and individual instruction on a variety of technology topics as requested.

Michelle reported that the library added a new online database in April. Thanks to a grant from the Draughon Foundation, the New York Times is now available through a link on our website.

Michelle discussed staff celebrations, including our many graduates. Professional Development training sessions have recently been attended by Michelle, Michaela, Morgan, Callie and Jessica. Plans for our Summer Reading programs are well underway. The "Oceans of Possibilities" themed events have been scheduled and the calendar has been distributed. The Scholastic Book Fair and a trip to Head's Farm for strawberry picking is scheduled for May.

INCIDENT TRACKER SOFTWARE: Michaela Willbanks reported that she won a subscription to an incident tracker database at TLA. She advised that this will be much more efficient than paper reports. Michelle Adcock added that they inquired about, and are satisfied with the privacy aspects of the database. Corinne Balthrop asked about how this lines up with the Patriot Act and Michelle explained that this is completely separate software than what we use for patron accounts. This is for incidents only. Chris Causey offered that through FERPA (Family Educational Rights & Privacy Act), if needed, they can provide us with addresses for students who come into the library up to the age of eighteen.

DATES TO MEET WITH GARY JAECKEL (MISSION/VISION STATEMENTS): Michelle Adcock discussed that Mr. Jaeckel, a Strategic Planning Consultant with MTAS, has offered to assist us with our Mission and Vision Statements during a special meeting. After discussion, it was decided that Michelle will do the research and preparation and bring suggested changes to the Board to review and approve at the July meeting. It was decided that if a special called meeting was needed, it would be determined at that time.

REPORT OF NOMINATING COMMITTEE

The report of the Nominating Committee was presented by Sharon Hargraves. The slate of New Officers and New Members was presented, and it was determined that Paul Nutting's name should be added to the New Member slate as City. The following slate was presented:

New Officers

Tim Harris – Chair
Sharon Hargraves – Vice Chair
Paul Nutting – Treasurer
Renee Wray-Davis – Secretary

New Members

Jim Stelluto – City
Norma Dutton – County
Suzanne Glover – County
Paul Nutting – City

The motion was made by Sharon Hargraves and seconded by Renee Wray-Davis to accept the slate of New Officers and New Members as presented.

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

NEW BUSINESS

TCRS Rate – Minimum Contribution 2.52%: Per Michelle Adcock, we went from paying 0 to paying 2.52% due to changes made by TCRS to the rate of return assumptions and mortality schedule. Steve Pierson added that we can pay 2.52% or more, but cannot pay less. After discussion, the following motion was made.

The motion was made by Tim Harris and seconded by Bill Moore to pay the TCRS rate of 2.52%.

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

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 Chris Causey to accept the Budget Reallocations as presented.

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

Further discussion was held regarding the remaining balance in the budget by the end of June, and a one-time bonus or stipend for library staff. Per Steve Pierson, the Board can do a bonus at their discretion. Additionally, it was discussed that if the budget passes, there could be a salary increase for the 22-23 fiscal year. The following motion was made.

The motion was made by Tim Harris and seconded by Sharon Hargraves to give a one-time stipend to all full-time employees who were full time on May 13, 2022, in the net amount of \$4,000.00, and to all part-time employees who were part-time on May 13, 2022, in the net amount of \$1,500.00. This stipend is to be issued in a separate check and by June 30, 2022.

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

PROGRESS OF PLUMBING AND CLOSING DATES: Michelle Adcock reported that the plumbing repairs were being made under emergency procedures, as the pipes are collapsed and we are likely leaking raw sewage under the building, and therefore, we did not ask for bids. We did receive three quotes for repairs. Hiller Plumbing put in the lowest quote. Michelle explained that the plan was to begin work on Wednesday, May 18 and be finished on Friday, May 20. During that time, there would be saw cutting of concrete and the staff working in the back would need ear protection. Those staff have plans to move their work spaces during the repairs. Tim Harris asked if it might be better to close the library completely for those three days, as there are so many possible unknowns. There was discussion regarding how it will affect the after-school kids who come here. Also discussed was if we should put up barricades so that no one can enter the parking lot. Michelle said that it was her understanding that the library's parking lot is a public parking lot. Tim Harris offered to see if we can close the parking lot. After discussion, the following motions were made.

The motion was made by Chris Causey and seconded by Bill Moore to approve the emergency status of the plumbing repairs.

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

The motion was made by Tim Harris and seconded by Chris Causey to close the library Wednesday, Thursday and Friday (May 18, 19, 20), that staff will report at Michelle's discretion, and that staff will be paid.

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

ADDITIONAL DISCUSSION:

Guest, Lee Marie Astier, asked if there were plans for the library to obtain additional hot spots for patrons to check out. Tim Harris asked that at the next meeting, Michelle provide the Board with the costs associated with purchasing and adding more hot spots.

ADDITIONAL: A copy of the revised Stokes Brown Public Library Board By-Laws (Reviewed and Revised 3/8/19, 3/11/22) was provided.

ADJOURNMENT

The motion to adjourn was made by Chris Causey and seconded by Sharon Hargraves.

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

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