

STOKES BROWN PUBLIC LIBRARY BOARD MINUTES

September 08, 2023

IN ATTENDANCE

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

Others present: Caitlyn Haley (Regional Assistant Director), Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director), Jana Hatcher (SBPL Administrative Assistant), and Steve Pierson (Pierson, CPA).

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

PUBLIC COMMENT PERIOD

None

APPROVAL OF BOARD MINUTES (July 14, 2023)

The motion was made by Paul Nutting and seconded by Martin Morgan to approve the Minutes for July 14, 2023.

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

REPORT OF THE TREASURER

Steve Pierson provided Financial Statements dated July 31, 2023 and August 31, 2023. He stated the budget for the FY 23-24 was allocated over twelve months and will self-correct over the year.

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

The Report of the Regional Librarian was given by Caitlyn Haley, Regional Assistant Director. She provided some important upcoming dates:

9/12/23	Trustee Workshop Brentwood
9/25/23	Public Library Survey Data Collection is due
10/5/23	Youth Services Workshop at the State Library
11/12/23	Directors Meeting of Level 5 Libraries in Knoxville

Caitlyn made a point of making sure the Board understood that Stokes Brown Public Library had requested \$2536 Technology Grant. Unfortunately, only half of that amount was granted, partially due to the lack of attendance from the Board Members. She encouraged the Board to attend if possible. Michelle pointed out that the Foundation will match the funds granted, so essentially the library lost \$2536 due to the grant being cut in half.

Caitlyn also wanted to thank (on behalf of Cecilie Maynor, Regional Director) Michelle for the wonderful note Cecilie had received from Michelle.

REPORT OF DIRECTOR

The Director's report was given by Michelle Adcock. The library is officially Stokes Brown Public Library with the IRS. The Board can now change banks if they so choose. She stated our circulation numbers for July and August 2023 were great and refer to the monthly reports in the packet. Michelle also provided the numbers for the summer reading program. 600 patrons participated with 2,887 reading logs were turned in and over \$4,000 in prizes were distributed that were donated by 17 different local groups and businesses. Michelle also stated the Technology and Online resources were able to continue service for all 4 of our local databases. Michelle also discussed out the library had hosted story time events featuring Mayor Billy Vogle, CEMC, and the Springfield Fire Department in July. Michelle stated the self-check is now an option for patrons who are checking out books and many patrons are enjoying using it. Debbie has returned to staff to fill the Technology & Online Resources position and is working very hard to begin classes for the public and expanding offerings to children and homeschool families. Our Teen Librarian is offering a series called "Learning French with TEL" for our teens. Our Outreach and Community Partners coordinating with the Robertson County Sheriff's Department to offered RAD self-defense classes for women in the community. Also, the United Way partnered with the library to be a distribution point for vouchers for free air conditioners to the community. The Lions club offered free eye exams for those in need of glasses. Over 30 people have registered for the Spanish classes that we conduct with the RCBA. Michelle stated we had a flooding issue in the back that was mostly contained to cataloging. The problem was two factors;

a terrycloth towel in the pipes and a sink was left on in a small stream and the water had nowhere to go due to the towel. This did \$8720.35 worth of damage. Fortunately, the insurance will cover the damage, but we must pay \$1000 deductible.

OLD BUSINESS

POLICY CHANGES RELATED TO LIBRARY SERVICE AGREEMENT

Request for Reconsideration & Collection Development Policy has several changes to conform to the Public Library Service Agreement. Additionally, there is a suggested change to page 45 to consider only two books per month for the director and the board (if needed).

The motion was made by Paul Nutting and seconded by Sharon Hargraves to approve the changes as presented.

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

INTERNET SAFETY POLICY

We are currently working on updating this policy and will present it to the Board in November.

Martin Morgan brought up a concern about the two hour/per patron/per day in the computer lab in the Computer Use Policy. Michelle stated we will put that on the agenda for the next meeting.

TUITION REIMBURSEMENT REQUEST FOR MORGAN RIEKEMAN

Michelle Adcock presented the tuition reimbursement request for Morgan Riekeman for \$958.00, which is one-half of her summer tuition. Tim Harris asked if she had met all requirements, and Michelle stated that she had.

A motion was made by Paul Nutting and seconded by Jim Stelluto to reimburse Morgan Riekeman for one-half of her summer tuition, or \$958.00.

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

FY 23-24 Budget

STAFF SALARIES, RATE OF PAY

Michelle Adcock presented a proposed rate of pay increase for staff and asked for it be retroactive to July 1, 2023.

The motion was made by Paul Nutting and seconded by Suzanne Glover to approve the rate of pay increase for staff.

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

STARTING SALARY FOR CLERKS

Michelle Adcock presented a proposed rate of starting pay increase from \$9.10 to \$9.37 for clerks.

The motion was made by Sharon Hargraves and seconded by Paul Nutting to approve the rate of pay increase for staff.

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

CONTINUE 75% OF HEALTH PREMIUMS

Michelle Adcock proposed to continue paying 75% of health premiums for employees who work 30 or more hours per week.

The motion was made by Paul Nutting and seconded by Jim Stelluto.

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

NEW BUSINESS

KIWANIS DUES FOR ASSISTANT DIRECTOR

Michelle Adcock presented the request to pay the dues to Kiwanis for the Assistant Director, which is \$680 per year.

The motion was made by Paul Nutting and seconded by Suzanne Glover to approve the payment of dues to Kiwanis for the Assistant Director.

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

FY 22-23 BUDGET AMENDMENT

A reallocation of money to amend the FY 22-23 budget was needed to balance the budget. The library received and expended more grant funding than expected. The budget needs to be adjusted to reflect this and close the gap between budgeted and actual.

The motion was made by Martin Morgan and seconded by Paul Nutting to approve the budget amendment.

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

Steve Pierson distributed new financial statements for May and June 2023 to reflect the approved changes.

ADJOURNMENT

Adjournment was by consensus.

Next Board Meeting November 17th 8:30