

MINUTES

STOKES BROWN PUBLIC LIBRARY BOARD MINUTES

May 12, 2023

IN ATTENDANCE

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

Others present: Cecilie Maynor (Regional Director), Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director), Lynn Slabaugh (SBPL Administrative Assistant), Joyce Munda (Friends of the Gorham-MacBane Public Library), Lee Marie Astier (Guest)

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

Tim Harris presented Renee Wray-Davis with a Certificate for completing the Trustee Certification Program.

Tim Harris asked for a motion to add an item to the agenda to have a discussion regarding adding the Employee Health Clinic as a benefit for the library staff.

The motion was made by Paul Nutting and seconded by Renee Wray-Davis to add an item to the agenda for discussion regarding the Employee Health Clinic as a benefit for the library staff.

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

SPECIAL PRESENTATION (Garden Renovation Plans) Joyce Munda, on behalf of the Friends of the Gorham-MacBane Public Library, presented the garden renovation plans. Ms. Munda explained that the Friends of the Library are renovating the garden behind the children’s library. The renovations will require leveling the area, stump removal and building a retaining wall, among other things. They are working with Klobber Engineering Services. Ms. Munda advised that the fill dirt has been donated, and they are in the process of reaching out to the community for other assistance. They are planning to have the area handicapped accessible and be suitable for possible outdoor presentations. Ms. Munda and Susan Guthrie are leading the work on the project.

APPROVAL OF BOARD MINUTES (March 10, 2023)

The motion was made by Sharon Hargraves and seconded by Harold Barbee to approve the Minutes for March 10, 2023.

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

REPORT OF THE TREASURER

Steve Pierson was not present but provided Financial Statements dated March 31, 2023 and April 30, 2023.

The motion was made by Paul Nutting and seconded by Jim Stelluto 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 Cecilie Maynor. Cecilie advised that all Board members should complete the Trustees Certification Program by June 30, 2023. She stated that Jim Stelluto, Harold Barbee, Norma Dutton, Renee Wray-Davis, Tim Harris, Paul Nutting and Sharon Hargraves have completed the program. She provided a link for registration.

Regarding the updates to the Open Meeting Law, Cecilie stated that under the new law, the agenda must be out to the public not less than forty-eight hours prior to the Board meeting.

Cecilie discussed upcoming Regional training and events. The Library Directors roundtable is scheduled for May 23 and it will be a hybrid meeting. How to Speak with Public Officials is June 20 and she provided a link to register. Level V Summit for Level V Directors only is November 14-15 in Knoxville. The Tennessee Trustee Workshop is September 12 at the Brentwood Public Library and all trustees are invited. The Director's Training Tracker is due June 30 and the Standards Survey is due July 15.

Cecile advised that the Technology Grant is available and the deadline to apply is July 7. The Construction Grant is also available and she provided information regarding both of those grants.

REPORT OF DIRECTOR

The Director's report was given by Michelle Adcock. She reported that she had just received information from TCRS that the Employer ADC rate is 4.26% rather than the 2.75% we had budgeted for, which means we will need to find \$5,000.00. She said that she is planning to not hire additional summer help.

Michelle shared that this year is 100 Years of Library in Robertson County. 1923 was the first Robertson County library. She said that this library will do something to celebrate.

Michelle discussed that our library visits and circulation numbers were up in March. We have added graphing calculators for checkout by patrons for use on ACT and other standardized tests. The library partnered with Jennifer Sharp to offer hearing screenings, and also partnered with the Red Cross to host a blood drive. We offered a field trip to the Robertson County History Museum where the kids crafted cards for the City to give to Vietnam Veterans.

Michelle discussed that in April our circulation and door count numbers dipped slightly as the library was closed for three days, including a day for staff training. Twenty-three staff members renewed their CPR, AED and first aid certification. Technology classes are continuing. We have added sixteen Launchpad learning tablets and five Sphero robots to circulation using funding from the Draughon Foundation.

In April, we had two visits from the Easter bunny. These visits were a great success and families look forward to these special events. The library had a booth at the YMCA's Healthy Kids Day. We were able to pass out information on the upcoming literacy walk, field trip to the strawberry farm and summer reading activities. We were able to connect with prospective patrons as well as many of our regular users.

On May 6, the library served as the starting point for the literacy walk. On May 11, the library participated in Paint the Town Green for World Mental Health Day. The summer reading calendar is complete and we have a summer full of fun events planned.

Michelle shared that she and Callie Vaden completed Level 1 in the Consumer Health Information Specialization by the Medical Library Association. Additionally, the entire staff has completed the Core Competency Training.

OLD BUSINESS

OFFICER AND BOARD APPOINTMENTS.

Harold Barbee (City) Term 2
 Renee Wray-Davis (County) Term 1
 Paul Nutting (City) Term 2

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

A motion was made by Sharon Hargraves and seconded by Suzanne Glover to approve the Officer and Board appointments as listed.

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

PROGRAMMING POLICY. Michelle Adcock discussed that the Program Policy was passed at the last Board meeting and has now been reviewed by Clyde Richert. One revision has been made in the second sentence of section, Purposes & Limitations. That sentence will now read: "In programming where opinions are presented, or solicited, efforts may be made to balance speakers with differing perspectives within the program."

A motion was made by Paul Nutting and seconded by Renee Wray-Davis to revise the wording in the second sentence of section, Purposes & Limitations, as set forth above.

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

NEW BUSINESS

ROOM USE POLICY. Michelle Adcock explained that the Room Use Policy is now three policies in one, having combined the Community Room Policy, Board Room Policy and Book Signing/Author Talks Policy, and she discussed some of the changes. Sharon Hargraves, policy committee, said that the policy seems clear and fair.

A motion was made by Martin Morgan and seconded by Sharon Hargraves to approve the Room Use Policy as presented.

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

REVIEW AND DISCUSSION OF REQUEST FOR RECONSIDERATION AND COLLECTION DEVELOPMENT POLICIES. Michelle Adcock said that she has provided the Board our Request for Reconsideration Policy so that they will have the information in the event they are asked how to proceed with this process in our library.

Michelle further stated that she wants to add a disclaimer under the Selection and Evaluation Criteria section of the Collection Development Policy that it is the responsibility of the patrons to select materials from our collection that they feel are appropriate for their families. She will make changes and get it to Sharon Hargraves for the next Board meeting.

DISCUSSION OF SB 0027. A discussion was held regarding the passing of Bill SB 0027. It was stated that due to an amendment to the Bill, only the agenda is required to be available to the public at least forty-eight hours prior to a Board meeting. Michelle will seek confirmation.

PROPOSED BOARD BY-LAW CHANGES TO PUBLIC COMMENT SECTION. Michelle Adcock presented the revision of the Public Comment section of the Board By-laws as follows:

“Members of the public wishing to address the board must be added to the agenda by contacting the Library Director or the Board Chair at least 7 regular business days before the meeting day. The time for public comment will be limited to 2 minutes per speaker. The time allotted to public comment during a meeting will not exceed 20 minutes unless extended by board vote. “

A motion was made by Martin Morgan and seconded by Paul Nutting to amend the Board By-laws by changing the Public Comment Section as presented.

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

TUITION REIMBURSEMENT REQUEST FOR MORGAN RIEKEMAN. Michelle Adcock presented the tuition reimbursement request for Morgan Riekeman for \$858.00, which is one-half of her summer tuition for one course. 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 \$858.00.

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

ROTARY DUES FOR DIRECTOR. Michelle Adcock requested that the Board approve payment of her Rotary dues, which are \$141.00 per quarter or \$564.00 per year.

A motion was made by Sharon Hargraves and seconded by Suzanne Glover to pay Rotary dues for Michelle Adcock.

**All voted in favor. None opposed. The motion passed.
Paul Nutting recused himself from the vote as he is a Rotarian.**

BUDGET REALLOCATION. A copy of the budget reallocation for the current fiscal year was presented to the Board and reviewed by Michelle Adcock.

A motion was made by Paul Nutting and seconded by Harold Barbee to make the reallocations to the budget as presented.

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

EMPLOYEE HEALTH CLINIC. Tim Harris discussed that the Employee Health Clinic appeared to be a great employee benefit. Discussion was held to see if the library board would like to pursue participation for library employees. Michelle would meet with Ryan Martin to determine which employees would be eligible and work out other details.

A motion was made by Paul Nutting and seconded by Jim Stelluto to allow eligible library staff to participate in the Employee Health Clinic.

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

ADJOURNMENT

Adjournment was by consensus.

The next board meeting is July 14, 2023 at 8:30 a.m.