

STOKES BROWN PUBLIC LIBRARY BOARD MINUTES

January 12, 2024

IN ATTENDANCE

Board Members present: Harold Barbee, Sharon Hargraves, Tim Harris, Martin Morgan, and Paul Nutting

Others present: Cecilie Maynor (Regional Director), Caitlyn Haley (Assistant Regional Director), Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director), Jana Hatcher (SBPL Administrative Assistant)

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

PUBLIC COMMENT PERIOD

There were no requests by the public to address the Board.

APPROVAL OF BOARD MINUTES (November 17, 2023)

The motion was made by Sharon Hargraves and seconded by Harold Barbee to approve the Minutes for November 17, 2023.

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

REPORT OF THE TREASURER

Steve Pierson provided Financial Statements dated November 30, 2023 and December 31, 2023. Steve was unable to attend the meeting, but he provided the following to the Board:

- Audit Adjustments to the financials were made as of June 30, 2023. Those adjustments are reflected on the Statement of Financial Position.
- The December 31, 2023 checking account balance was \$397, 603.52.
- The Library has received \$473,615 in funding and revenue and spent \$432,595 for the six months ended December 31, 2023.

The motion was made by Paul Nutting and seconded by Sharon Hargraves 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, Regional Director. She provided some important updates:

- Janet Shannon is retiring at the end of January
- E-rate: Form 470 is ready to be filed
- A reminder to provide continuing education hours per requirement for their position
- 50% of State and Federal funds for materials should be spent at this time. 100% will need to be spent by April 15th
- The 2023 Standards Report was distributed at your last meeting
- Please complete the Trustee Certification soon to give your library the greatest chance at full Tech Grant funding
- Upcoming Red River Training Opportunities:
 - January 23 - For the Sake of Great Customer Service at the Red River Regional Library
 - January 31 - IT Roundtable at the Red River Regional Library

REPORT OF DIRECTOR

The Director's report was given by Michelle Adcock. She highlighted the following:

- The total circulation numbers, physical circulation were all up from the same time last year
- Door count numbers were up in November, but had a slight dip for the Month of December
- The computer classes are still offered. We are looking at ways to increase attendance
- Staff training was December 5th with Naloxone training as well as training from the Regional Library. Dinner was provided by FoL group
- Two events with Santa happened this year. The first had a visit from the Springfield Police Department. The second was Breakfast with Santa, which was donated by the FoL
- Replacement of switches and access points were completed on January 2nd and 3rd. The majority of the cost was covered by a large grant from the federal E-rate program
- In March the library will partner with the Robertson County Coalition for Naloxone training and open it up to several local service organizations
- Reading PAWS is coming to the library starting this month. Struggling readers get a chance to practice their reading skills to a service dog
- Harry Potter Night will be happening again in February
- Rebecca Carlson gave a baby, who was choking on a gummy, the Heimlich maneuver, which she learned in the staff training in April 2023
- Morgan Riekeman will be leaving the library. She has recently become engaged and will be moving. She will be reimbursing the library for tuition paid towards her degree

Michaela Willbanks presented the updated Strategic Plan with new objectives for each goal.

OLD BUSINESS

POLICY CHANGES

Michelle Adcock discussed proposed changes to the Circulation Policy. Suggested changes included:

- 25 items per card instead of 50 items per household

- Removal of a lot of limits for how many items may be checked such as graphic novels, new releases, etc
- Faxes are currently \$1/page. A cap of \$10 has been suggested
- DVD/BlueRays would be tapped at 10 items per card with a two week checkout. Overdue fees would be \$7/item/day
- The bedbug section was reduced from a procedure to an actual policy to address how it would be handled should evidence of an infestation is discovered

The motion was made by Sharon Hargraves and seconded by Martin Morgan to approve the Circulation and Patron Policy as presented.

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

NEW BUSINESS

INSURANCE COVERAGE

Tim Harris stated this was a very serious situation as the library does not have any liability coverage. The building and land is covered through the city, but otherwise the library is not covered. Bids have been received, and he will meet with Ryan Martin for guidance on how to proceed. He also stated the county and the city were each willing to absorb half the cost of this insurance. He stated this needed to be moved on quickly.

The motion was made by Sharon Hargraves and seconded by Paul Nutting to give Tim Harris and Michelle Adcock the discretion to make a decision on the liability insurance. Paul Nutting seconded the motion.

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

OPEB-Pre-65 HEALTH INSURANCE

Michelle Adcock stated the library is currently doing this, and this is a recommendation to continue to do so.

The motion was made by Paul Nutting and seconded by Martin Morgan to continue to provide this benefit.

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

DRAUGHON FOUNDATION GRANT

Michelle Adcock stated the library had received a grant for \$7,300 for Play Equipment for the Children's Garden.

The motion was made by Sharon Hargraves and seconded by Martin Morgan to accept the \$7,300 grant.

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

REVIEW OF MISSION, VISION, AND GOALS

Michelle Adcock presented the Mission, Vision and Goals of the library. She asked for any suggestions or updates.

The motion was made by Harold Barbee and seconded by Sharon Hargraves to approve the Mission, Vision, and Goals as presented.

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

DISCUSSION OF NOMINATIONS (Nominations will be presented at the March Board Meeting).

Michelle Adcock stated that nominations will be presented in March. The chair of the board will rotate off and the city will appoint a new chair from the aldermen.

SURPLUS PROPERTY

Michelle Adcock stated with the new internet upgrade we had 10 switches and 14 access points that needed to be designated to surplus for disposal. In addition, the library had two ASUS AWE Computers as well as two 4G hotspots to be designated to surplus for disposal. S3 has been recommended by the county to dispose of the surplus properly.

The motion was made by Paul Nutting and seconded by Martin Morgan to approve the switches, access points, computers and hotspots to surplus to be disposed of properly.

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

ADJOURNMENT

Adjournment was by consensus.

Next Board Meeting March 8, 2024, 8:30