

STOKES BROWN PUBLIC LIBRARY BOARD MINUTES

May 10, 2024

IN ATTENDANCE

Board Members present: Tim Harris, Harold Barbee, Martin Morgan, Renee Wray-Davis, Suzanne Glover, Jim Stelluto, and Paul Nutting

Others present: Cecile Maynor (Regional Library Director), Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director), Jana Hatcher (SBPL Administrative Assistant), Susan Guthrie (Friends of the Library), Jennie Waddington (Friends of the Library), and Lee Marie Astier (Guest)

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 (March 8, 2024)

The motion was made by Paul Nutting and seconded by Jim Stelluto to approve the Minutes for March 8, 2024.

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

REPORT OF THE TREASURER

Steve Pierson provided Financial Statements dated March 31, 2024 and April 30, 2024 to the Board. He provided the following to the Board via email:

The April 30, 2024 checking account balance was \$369,847.

March and April deposited totaled \$119,829.

March and April expenses totaled \$170, 175.

Year-to-Date deposits exceed expenses by \$13,965.

The motion was made by Harold Barbee 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 Cecilie Maynor. She provided some important updates:

- The Annual TLA meeting was held in April. Our own Heather Oliphant won the Support Staff Person of the Year.
- A reminder that the Library Service Agreement should be signed within the next couple of weeks.
- The standards survey is due on July 15th.
- May 28th there will be a training on Professionalism in the Workplace.
- The Director Review is due on May 28th.
- There will be a conference on Library Circulation at Vanderbilt on May 28th. Scholarships are available if needed.
- Tech Grant is due on June 13th.
- Trustee Workshop will be held in Brentwood on September 19th

REPORT OF DIRECTOR

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

- The total circulation numbers, physical circulation were relatively steady from February. Circulation was up slightly even with door count being slightly down. The door count for April was up by over 500 and circulation by over 800 from April of 2023.
- We partnered with the Robertson County Prevention Coalition to bring the overdose prevention specialist to the community. The snacks and door prizes for the event were sponsored by Rotary.
- The Children's self-check has been installed and the RFID door gates. This was made possible by a grant from the Brown Foundation.
- The Easter Bunny made his annual visits to the Library in April.
- The Library was closed one day in April for Staff training that included active shooter training and how to help patrons find the information they need.
- Classes were offered focusing on the physics of pinewood derby cars. At the conclusion of the classes, patrons of all ages were invited to participate in a race. Trophies were donated by a patron.
- A partnership with UT Extension was established, and they are working with the homeschool group to plant a vegetable garden in the new raised beds in the renovated garden made possible by the Friends of the Library.

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

Information on status of fine deletion/re-entry (\$13, 579.78)

The fines were accidentally deleted by TLC. Fortunately, our Accounts Manager had run a report before it was deleted. We were able to reenter all but \$3,354.72 worth of fines.

Information on dates of budget committee meetings

Michelle Adcock stated the Robertson County Budget Adoption Schedule on page 19 for those who are interested.

Information on the audit has been filed with the state

Michelle Adcock stated the annual financial report for the library for the past fiscal year ending June 30, 2023, had been filed with the state. The letter from the state is page 21 in your packet.

Information on the garden ribbon cutting

Michelle Adcock stated the ribbon cutting on the new children’s garden will be held on May 23, 2023 at 10:00 am. She invited everyone to attend.

Old Business

Officer elections/New Board Member Discussion

The of list board nominations to send to the City and County were:

Appointments

Lisa Arnold	City/Alderman, Term 1
Martin Morgan	County Commissioner, Term 1
Suzanne Glover	County, Term 2

The slate of officers for next FY were as follows:

Officers

Paul Nutting	Chair
Sharon Hargraves	Vice-Chair
Harold Barbee	Treasurer
Renee Wray-Davis	Secretary

The motion was made by Martin Morgan and seconded by Jim Stelluto to approve proposed list of board members and officers for the 2024-2025 fiscal year.

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

New Business

Employer Actuarially Determined Contribution Rate

Michelle Adcock presented the Actuarially Determined Contribution rate to the Board for consideration. The minimum contribution required by the Tennessee Consolidated Retirement System is 4.26 % of full time payroll. The board can elect to pay a higher rate to keep the level of unfunded liability low if it wishes.

The motion was made by Paul Nutting and seconded by Martin Morgan to maintain the 4.26 % Employer ADC rate.

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

Hotspot/Laptop policies

Michelle Adcock presented the new policy and explained some of the change which have been streamlined to align with the new computer use policy. In addition, some of the language was updated to reflect more appropriate terminology.

The motion was made by Martin Morgan and seconded by Suzanne Glover to approve the Hotspot and Laptop policy as presented.

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

Budget Reallocation

Michelle Adcock presented line items to be reallocated in the budget. In addition, she stated there may be money added to the final budget for the year to account for increased income and expenditures primarily due to receiving and expending more grant funds /e-rate funds than expected.

The motion was made by Suzanne Glover and seconded by Renee Wray-Davis to approve the budget reallocation as presented.

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

Tim Harris stated in had enjoyed his time on the board, and he had learned a lot. The Stokes Brown Library were fortunate to have Michelle and Michaela and a great staff.

ADJOURNMENT

Adjournment was by consensus.

Next Board Meeting July 12, 2024, 8:30