

STOKES BROWN PUBLIC LIBRARY BOARD MINUTES

March 8, 2024

IN ATTENDANCE

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

Others present: Caitlyn Haley (Assistant Regional Director), Steve Pierson (Pierson CPA), Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director), Jana Hatcher (SBPL Administrative Assistant), Susan Guthrie (Friends of the Stokes Brown Library), Jennie Waddington (Guest), 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 (January 12, 2024)

The motion was made by Paul Nutting and seconded by Renee Wray-Davis 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 January 31, 2024 and February 29, 2024. He provided the following to the Board:

The February 29, 2024, checking account balance was \$420,786.21.

The Library has received \$53,338 E-Rate donation to pay for the new network.

The motion was made by Paul Nutting 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, Assistant Regional Director. She provided some important updates:

- The month of March training is focused on Time Management Training, some staff here have been participating in the training.
- The Tennessee Library Association meeting will be held in April.
- April 16th there will be Technical Services Training at the Regional Office.
- On March 19th the Clarksville Montgomery Library held a ground breaking for a new branch for the north side of Clarksville.
- April 7-13 is National Library Week.

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. Statistics in February remained fairly consistent with February of 2023.
- We have begun one-on-one technology sessions for patrons. We have had many who have benefited from these sessions.
- January kicked off our monthly partnership with READING Paws where kids read to Duke the therapy dog to build their reading skills in a non-judgmental environment.
- Harry Potter night was very successful. Events included an animal show based on the works of Harry Potter, potion making, and of course the sorting hat to determine houses and teams for the evening's events. Many, many volunteers who worked before, during, and after the event; SHS football players, Cho-Zen, and many teens.
- Naloxone training will be held on March 21, 2024, for the public. Rotary is sponsoring food and door prizes. The Robertson County Prevention Coalition is also partnering to bring the overdose prevention specialist from Cheatham County Community Enhancement Coalition.
- Staff training will be April 23, 2024. We will have active shooting training and Title VI training.
- A children's self-check station and security gates will be installed this month. Once these are installed, the staff will begin tagging the DVD's and Blue Ray discs so they can be shelved in the cases. This will reduce clerical error and optimize staff time.

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

REPORT OF BUDGET COMMITTEE

The new draft budget contains some significant salary increases. We are asking significantly more money from both the county and city for the fiscal year 2024-2025. Of course, both entities have to approve the budget before anything can be done. Upon reviewing a salary study received from the City of Springfield, it became apparent the employees are significantly underpaid. Tim Harris stated the library has a great Director and employees. In order to attract and retain good employees, we are asking for a 21 – 39% pay raise increase for employees, which includes 7% inflation increase. Each classification will have a salary range, and raises will be based on this range. Some of the current employees are not even in the range, and those who are within the range will be brought to the top level. Therefore, an employee who is within the range will not receive as large of a percentage as someone who is not even in the range. The State Library and Archives has designated Stokes Brown Library as a Level 5 Library, which is based on the population in the county as being over 50,000. As a Level 5 library the state expects more from the library than a Level 2 library. Paul Nutting gave a very insightful background of why the salaries did not grow as the library grew and the staff more than doubled in size.

The motion was made by Paul Nutting and seconded by Renee Wray-Davis to approve the budget as presented.

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

OLD BUSINESS

PRESENTATION OF OFFICER SLATE AND SUGGESTED BOARD APPOINTMENTS

Tim Harris requested if anyone is interested in an officer position to please email him. These will have be voted on in the May Board Meeting.

NEW BUSINESS

BORROWER PURGE

Michelle Adcock stated we have to purge borrowers every three years if they are inactive. If a patron owes money, the fine will also be deleted.

The motion was made by Martin Morgan to purge patrons who have been inactive for three years and owe \$100 or less. The motion was seconded by Jim Stelluto.

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

REPORT ON IMAGE EVALUATION

Michelle Adcock shared the results from the Image Evaluation. Overall, good results. She highlighted some of the comments that we have already started to address, such as suggested changes to Dewey's care, and fixing the ADA computer.

STUDY ROOM AND SOCIAL MEDIA POLICIES

Michelle Adcock presented the policies for the study rooms and social media policies.

The motion was made by Martin Morgan to pass the policies as presented. The motion was seconded by Jim Stelluto.

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

SURPLUS PROPERTY

Michelle Adcock stated since we had the telephone upgrade we have 19 phones and keyboards that need to be designated to surplus for disposal. The Robertson County School System has asked for the telephones since they are still useable.

The motion was made by Martin Morgan to approve the surplus property and the donation of the telephones to the Robertson County School System. The motion was seconded by Jim Stelluto.

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

ADJOURNMENT

Adjournment was by consensus.

Next Board Meeting May 10, 2024, 8:30