

STOKES BROWN PUBLIC LIBRARY BOARD MINUTES

September 13, 2024

IN ATTENDANCE

Board Members present: Paul Nutting, Harold Barbee, Renee Wray-Davis, Sharon Hargraves, Norma Dutton, Jim Stelluto and Martin Morgan

Others present: Cecile Maynor (Regional Library Director), Caitlyn Haley (Regional Library Assistant Director), Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director) Jana Hatcher (SBPL Administrative Assistant), Steve Pierson (Pierson, CPA), Joyce Munda (President, Friends of the Library), Susan Guthrie (Vice-President, Friends of the Library), and Lee Marie Astier (Guest)

The meeting was called to order by Paul Nutting. 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 (July 12th and August 23rd 2024)

The motion was made by Sharon Hargraves to approve both the July 12th and August 23rd 2024 minutes in a single motion and seconded by Martin Morgan.

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

REPORT OF THE TREASURER

Steve Pierson presented the financial reports for July and August 2024. At the end of August the total for checking and savings was \$232,109.80. Steve advised that some of the numbers looked out of line, but the money the library receives from the City of Springfield and Robertson County were received after August 31st and will be reflected in the financial statements for September and October 2024.

The motion was made by Sharon Hargraves and seconded by Jim Stelluto to approve the financial statements 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:

- Level 5 Summit will be happening in November at TSLA in Nashville. It will be for two days and will include a tour of the State Library, and sessions on statistics and leaderships.
- There is a list serve for specifically for Board members if anyone is interested. It offers information about legislature changes and board related items. If interested, let Cecilie or Caitlyn know.
- The PSLA is now open through the end of September.
- Trustee Workshop will be 9/19/24. Someone from the board needs to attend this workshop per the Library Service Agreement. Attendance at this workshop directly impacts the technology grant.
- Caitlyn passed around a flyer about the Stokes Brown Training Achievements. The staff completed 479.5 hours of training and two staff members completed Core Competencies. Subjects covered in the training were Culture Making, Youth Services, Customer Service, Strategic Planning, Time Management, Professionalism, Summer Reading and Technical Services.

REPORT OF DIRECTOR

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

- The top four attendance events for the month of July for Summer Reading Program:
Rock Painting-200
Mr. Bond-146
Ice Cream Making-142
Nashville Zoo-131
Animal Tales-130
- 4,300 in attendance for our summer reading events
- \$14,000 worth of food certificates and other prizes provided by the Friends of the Library and 16 local groups and businesses
- 3,400 reading logs were turned in by 691 readers
- 1,500 free items distributed to children when they turned in their reading logs
- All participants were given a raffle ticket each week for the larger prizes such as bikes and toys
- TWRA donated fishing poles and tackle boxes to the library of things collection. The tackle box contained a list of public fishing spots around the county. These are available for check out.
- The attendance at our regular weekly programs is often overlooked. The following regular programs and highest attendance for the month of August:
Music and Movement-70
Homeschool time-60
Lapsit Story time-44
American History Book Club-21 (first meeting)
Adult Bingo-23
Kid's Bingo-43

- The library is exploring a possible partnership with APSU that would equip the library with STEM Education Tools.
- By the Numbers

	July	August
Total circulation:	16,737	15,359
Physical circulation:	11,589	10,477
Library Visits:	6,717	8,518
Programs & Activities	55	80
Attendance	1,951	1,418
ILL (loaned & rec'd)	127	101
New Cards Issued	196	178

Strategic Plan Update

Michaela Willbanks stated several new objectives had been added to the strategic plan. Copies were distributed.

Friends of the Library

Joyce Munda, President of the Friends of the Library, stated the Friends were assisting the library with several programs: 1,000 books before Kindergarten, and buying candy for Trick or Treat event. They will also be sponsoring the Scholastic Book fair, and the Breakfast with Santa & Pictures with Santa events during the first week of December. They have t-shirts for sale with Friends of the Library on them if anyone is interested. They are also working on t-shirts featuring Dewey.

Old Business

Library Director Evaluation Recap

Michelle Adcock received an overall score of 4.8 out of 5.0. Michelle stated she appreciated and valued the comments and feedback.

New Business

Discuss and possibly take action on Request for Reconsideration Policy

Minor changes were made including updates bring policies more in line with current practice and to update the language use. The word “to” had been omitted from two paragraphs and brought to the Director’s attention.

The motion was made by Harold Barbee and seconded by Jim Stelluto to approve the updated policy as presented with the corrections.

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

Discuss and possibly take action on starting pay for library clerks (\$10.03)

Michelle Adcock stated we needed to approve the new starting pay for clerks.

The motion was made by Renee Wray-Davis to approve the starting pay for clerks to \$10.03 per hour and seconded by Sharon Hargraves.

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

Discuss and possibly take action on continuing to pay 75% of employee health insurance premiums

Michelle Adcock stated the board needed to approve the continuation of paying 75% of health insurance premiums.

The motion was made by Renee Wray-Davis to continue to pay 75% of eligible employees' health insurance premiums and seconded by Sharon Hargraves.

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

Discuss and possibly take action on renewal of MOU with White House Public Library regarding partnership to get ILS services from the Library Corporation

Michelle Adcock stated we had received the MOU to continue our partnership with White House Public Library to cooperatively purchase Integrated Library Software from The Library Corporation (TLC). She indicated that White House had already signed the MOU.

The motion was made by Martin Morgan to renew the MOU with White House Public Library for another two years and seconded by Jim Stelluto.

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

Discuss and possibly take action on appointment of library board members to committees including budget, policy, nominating, and personnel.

Paul Nutting stated three people should be assigned to every committee and all board members would be on at least one committee. The following includes the committee and volunteers for each:

Budget: Paul Nutting and Harold Barbee

Nominating: Harold Barbee

Personnel: Martin Morgan

Policy: Renee Wray-Davis and Sharon Hargraves

Paul stated he would be assigning board members to the committees to ensure each committee had three members.

Discuss and possibly take action on setting time and date for special called meetings

Paul Nutting stated we needed to set up a time for special called meetings, if needed. He suggested the second Friday of the month at 8:30 am in months the regular board does not meet. All the board agreed by consensus.

Library Reference Review

Michelle Adcock demonstrated how to access links to obtain information available to the board members. All the links were in an email she had sent previously sent to the board members.

Trustee Workshop and trustee certification review

Cecile Maynor stated it was important for someone from the board to attend the Trustee Workshop. The Library Service Agreement states at least one person needs to attend. It is an interesting workshop and a lot of useful information is disseminated. Attendance has a direct effect on the Technology Grant and the amount given to the library.

Other comments:

Paul Nutting stated that a copy of Robert's Rules of Order had been attached to the packet for the board.

Sharon Hargraves stated the Glen now had a Free Little Library on the Walnut Street side of the building.

ADJOURNMENT

Adjournment was by consensus.

Next Board Meeting November 8th, 2024, 8:30