

# MINUTES

Stokes Brown Public Library Board Minutes

March 11, 2022

Meeting called to order by Corinne Balthrop

## IN ATTENDANCE

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Board Members present: Corinne Balthrop, Harold Barbee, Sharon Hargraves, Tim Harris, Bill Moore, Paul Nutting and Renee Wray-Davis

Others present: Lee Marie Astier (Guest), Debra Blair (Guest), Edwina Morgan (Guest), Martin Morgan (Guest), Cecile Maynor (Regional Director), Michelle Adcock (SBPL), Michaela Willbanks (SBPL) and Lynn Slabaugh (SBPL)

Corinne Balthrop called the meeting to order. A quorum was present according to the By-Laws.

## APPROVAL OF MINUTES (January 14, 2022)

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**The motion was made by Sharon Hargraves and seconded by Tim Harris to approve the January 14, 2022 Minutes.**

**All voted in favor of. None opposed. The motion carried.**

## APPROVAL OF MINUTES (February 18, 2022) Special Called Meeting

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**The motion was made by Tim Harris and seconded by Harold Barbee to approve the February 18, 2022 Minutes.**

**All voted in favor of. None opposed. The motion carried.**

## REPORT OF TREASURER

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Steve Pierson was not present. Michelle Adcock stated that we have received the county apportionment but not the third quarter from the City. The budget has been sent to the County. The City has not requested it. Tim Harris said we should go ahead and send it to the City.

**The motion was made by Tim Harris and seconded by Sharon Hargraves to approve the Financial Statements as presented.**

**All voted in favor of. None opposed. The motion carried.**

## REPORT OF REGIONAL LIBRARIAN

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The report of the Regional Librarian was presented by Cecilie Maynor. Cecilie stated that we have released the statewide online Core Competency Training through Niche Academy, which will be very helpful to Directors in hiring and training. This training is 10 Continuing Education hours. For those with previous knowledge of the subject matter, they can test out of the course. Other upcoming training includes: March 29, virtual story time via zoom; April 29, Library Services for Teens and Adults on the Autism Spectrum to be held at the Tennessee State Library and Archives; and May 19, Space Planning to be held at the Dickson Public Library. The TLA conference is scheduled for April in Knoxville, with the Level 5 Summit to be held the day before the conference.

Cecile discussed that the Regional Board will conclude at the end of this fiscal year. The Red River Region is looking for a representative to represent the Red River library system on TACL (Tennessee Advisory Council for Libraries). The representative cannot be a library employee. Regarding the attendance at the meetings, mileage, food and hotel are covered. She stated that she has applications if anyone is interested.

Cecilie stated that book challenges are happening more frequently and that libraries should be prepared for them and have their procedures in place.

## DIRECTOR'S REPORT

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The Director's Report was given by Michelle Adcock. Michelle reported that the audit has been filed with the State Comptroller. She reported that our circulation numbers are coming back even though we were closed for several days in January and February due to weather.

Regarding our community outreach, we had a very successful Harry Potter Night with a good crowd despite a forecast of snow. Michelle discussed that our adult bingo program is very popular. Rose Wooten contacts local non-profits like COPE and Redemption Ranch, to co-host the program and educate the group about their organizations. It gives the group an opportunity to hear about community resources as well as win some great prizes. Library staff source around \$100.00 in prizes each month from local businesses.

Michelle said that she, Rose Wooten and Morgan Riekeman, along with others in the community, went to the Teacher Resource Center to read on camera for the kids. The videos were then shown to the kids at school.

On March 2, Callie Vaden and Aubrey Reynolds attended the Teen Librarian Summit at the Nashville Public Library. The sessions focused on trauma informed care. They were also able to tour the teen area at NPL. Aubrey is exploring becoming a teen librarian and working with Callie is a great mentorship opportunity. Michelle also said that we will have four attend the TLA conference in April.

Regarding our April 26 staff training, Officer Charlie Clark will be providing active shooter training. Caitlyn Haley from the Region will provide customer service training.

Michelle discussed that approximately a week prior to the Board meeting, the afterschool kids were in the street and in a neighbor's yard. This has become a safety issue for the kids and the public. The Springfield Police Department and City Manager have become involved. The police department have stated that the kids cannot be on the porch or anywhere outside on the library property. If they are on the property, they must be inside. In an effort to deal with the number of kids we have daily, as they come in, we are sending them to either a program upstairs in the Young Adult Center or to a program in the Community Room. Bill Moore suggested that with the upcoming elections, it would be a good idea to make it known to some of those running, the problems that we are facing with this issue. Tim Harris asked if we should consider in-house security. Michelle stated that currently the police are staying until the crowd dies down. Our Guest, Lee Marie Astier, suggested that perhaps community groups could have programs for the afterschool kids during this time, and she asked if any groups have done homework help. Michelle reported that we have tried a homework help table but the kids would walk away from it. Additionally, Michelle reported that we have recently repaired damage to the men's bathroom in the approximate amount of \$562.00, and that we feel it was most likely caused by the afterschool kids.

PROGRESS ON LIBRARY STANDARDS. Michelle Adcock reported that we emailed Gary Jaeckel at MTAS and requested his help with strategic planning. We estimate this will take approximately one year and the Board will be intricately involved.

FRIENDS OF THE LIBRARY UPDATE. The Friends of the Gorham-MacBane Public Library, Inc. March 2022 Update was provided to the Board.

REPORT OF NOMINATING COMMITTEE. The report of the Nominating Committee was given by Sharon Hargraves. She discussed that Corinne Balthrop and Chris Causey will be replaced and that Suzanne Glover has agreed to serve as the county representative. It was suggested to ask James Marshall to serve again. Sharon asked that if anyone currently on the Board wants to be replaced, to let her know. She also stated that she would like to see more diversity on the Board as we serve a very diverse community. Michelle stated that she would have Rose Wooten email Sharon with the name and contact information for Norma with the Baptist Association.

## OLD BUSINESS

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BY-LAW AMENDMENTS. (Note: see addendum for full by-law amendments under consideration.) After discussion regarding the amendments proposed to the Board By-Laws, the following motions were made.

**The motion was made by Paul Nutting and seconded by Tim Harris to further amend Item IV-B of the Board By-Laws as follows:**

**“If the Board Chair determines that a member has missed three (3) consecutive meetings without good cause, the situation will be brought to the full board for a vote. The board may recommend the removal and replacement of a member to the governing body by majority vote. The member will be notified of the decision by the board chair via e-mail. The vacancy will be filled by the governing body for the unexpired term.”**

**All voted in favor of. None opposed. The motion carried.**

**The motion was made by Tim Harris and seconded by Bill Moore to amend Item V-B of the Board By-Laws as follows:**

**“Chairman and Vice Chairman. The Chairman shall preside at all board meetings; appoint all committees; certify all bills approved by the board; authorize calls for any special meetings and generally perform the duties of a presiding officer. The Board Chairman shall have voting privileges but may not make motions. In the absence of the Chairman,**

**the Vice-Chairman shall preside at the board meetings and otherwise perform the duties of the Chairman.”**

**All voted in favor of. None opposed. The motion carried.**

**The motion was made by Sharon Hargraves and seconded by Renee Wray-Davis to accept the revised Board By-Laws as amended.**

**The vote was as follows:**

<b>Bill Moore</b>	<b>Yes</b>
<b>Harold Barbee</b>	<b>Yes</b>
<b>Tim Harris</b>	<b>Yes</b>
<b>Sharon Hargraves</b>	<b>Yes</b>
<b>Renee Wray-Davis</b>	<b>Yes</b>
<b>Paul Nutting</b>	<b>Yes</b>

**The motion carried by a two-thirds vote.**

## **NEW BUSINESS**

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### **SENIOR TRUST DIGITAL LITERACY GRANT DISCUSSION AND POSSIBLE VOTE TO APPLY:**

Michelle Adcock advised that the grant was through the West End Home Foundation and its purpose is to promote digital literacy for those sixty years of age and older. There is no local match required. The deadline to file is April 1, 2022.

**The motion was made by Tim Harris and seconded by Sharon Hargraves to apply for the Senior Trust Digital Literacy Grant.**

**All voted in favor of. None opposed. The motion carried.**

**RETIREE HEALTH INSURANCE:** Michelle Adcock advised that no action is required to continue to offer the Retiree Health Insurance. All agreed to continue.

**ALSO DISCUSSED:** Tim Harris welcomed our Guests, Lee Marie Astier, Debra Blair, Edwina Morgan and Martin Morgan.

## ADJOURNMENT

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The motion to adjourn was made by Tim Harris and seconded by Paul Nutting.

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

*The next meeting will be May 13, 2022 at 8:30 a.m.*

## Addendum –Proposed Changes to the By-laws

### Stokes Brown Public Library Board By-Laws

Adopted April 11, 1983

~~Reviewed May 9, 1993~~

Reviewed and revised ~~March 8, 2019~~ March 11<sup>th</sup>, 2022

#### I. NAME AND PURPOSE

The name of this organization shall be the Board of Trustees of Stokes Brown Public Library (formerly known as the Board of Trustees of Gorham-MacBane Public Library).

- A. The purpose of the organization shall be to make the rules for the library and transact all business pertaining to the library in keeping with the Tennessee Code Annotated 10-3-101.

#### II. MEMBERSHIP

- A. The board shall consist of ~~seven~~ ~~nine~~ members appointed by the governing bodies of Robertson County and the City of Springfield as provided in the Tennessee Code Annotated 10-3-103. ~~Two Regional board members shall be appointed by the governing bodies of Robertson County and the City of Springfield as provided in Tennessee Code Annotated 10-5-102. One member shall be appointed by the Robertson County Commission and one member shall be appointed by the City of Springfield Board of Mayor and Aldermen.~~
- B. New board members shall be nominated in the March meeting and approved by the Library Board of Trustees in the May meeting. The nominees if approved presented by the governing bodies will serve a term of three (3) consecutive years. Board members and Regional Board members shall not serve more than two (2) consecutive terms. After three years' absence from the board, the former member will be eligible to again serve as a Trustee. The board shall be a rotating board.
- C. In the event that a board member can not fulfill their entire term, the library board will nominate a replacement to the funding body in the next library board meeting after the position becomes vacant. Time spent in an unexpired term does not count against a board member's term of service for purposes of determining eligibility for future terms.

- D. The ~~composition~~ distribution of the board seats shall reflect the library's constituency of the funding bodies in keeping with the Tennessee Code Annotated, chapter 10-3-103 (b) (1) (a); unless an Interlocal Agreement consistent with Tennessee Code Annotated, 5-1-113 exists which provides for a different distribution of board seats among funding bodies.

### III. MEETINGS

- A. Regular meetings of the board will be held at the library the second Friday of the following months: July, September, November, January, March, and May at ~~11:00am~~ 8:30 am.
- B. Special meetings of the Board may be called by the chairman or upon written (letter or email) request of two (2) members, for the transaction of such business as shall be stated in the notice of the special meeting.
- C. Notice of meetings: Members shall be notified by mail, email, or telephone of each meeting. Adequate public notice of meetings will be posted in the library and other public places as appropriate.
- D. Quorum for the transaction of business shall consist of ~~four (4)~~ five (5) members of the board. ~~Regional members may constitute a quorum, as ex officio members of the Library Board of Trustees with full voting privileges concerning any motions put before the board.~~
- E. ~~If a quorum is not met at regular board meetings or if an issue needs board approval and a meeting cannot be called, the Chairman or Library Director shall notify board members of the issue via email and the board may respond with their vote. Responses shall be tallied and the Chairman or Library Director shall notify the board of the decision. Votes shall be printed and placed on record with other Library Board minutes.~~

### IV. ATTENDANCE:

- A. Board members who must miss a meeting should notify the board chair in advance or as soon as possible afterward.
- B. If the board chair determines that a member has missed three (3) consecutive meetings without good cause the situation will be brought to the full board for a vote. The board may remove a member by majority vote. The member will be notified of the decision by the board chair via e-mail. ~~and dropped from the board.~~ The vacancy will be filled by the board for the unexpired term.

### V. OFFICERS:

- A. General. The officers of the board shall be Chairman, Vice-Chairman, Secretary, and Treasurer. A slate of officers will be presented at the March meeting. They shall be elected at the May meeting each year and



shall take office at the July meeting of that year. Each shall serve until the following July meeting or until successors shall be duly elected.

- B. Chairman and Vice-Chairman. The chairman shall preside at all board meetings; appoint all committees; certify all bills approved by the board; authorize calls for any special meetings and generally perform the duties of a presiding officer. In the absence of the Chairman, the Vice-Chairman shall preside at the board meetings and otherwise perform the duties of the Chairman.
- C. Secretary. The Secretary shall keep a true and correct account of all the proceedings of the board meetings and shall notify the local governing bodies of any vacancies arising on the board and of the board's recommendations as to successor board members. In lieu of an elected secretary from the board, the Library Director will serve as an ex officio member of the board and act as Secretary. The Director, when serving in this capacity would not be counted toward a quorum nor have voting privileges.
- D. Treasurer. The treasurer shall oversee library funds, sign checks on the account of the authorization of the board, and may be bonded to meet the requirements of the law. In lieu of an elected Treasurer, the library's accountant may serve as an ex officio member of the board and report library financial standings at each board meeting. The accountant, when serving in this capacity would not count toward a quorum nor have voting privileges.

## VI. COMMITTEES

- A. Standing committees: Committees may be appointed annually by the Chairman, as deemed necessary.
- B. Special committees: Special committees may be appointed by the Chairman. Such committees will serve until the completion of the work for which they were appointed.

## VII. CONDUCT

- A. Board members are expected to follow all federal, state, and local laws. In addition, members will adhere to the ASPA Code of Ethics. Violations will be handled on a case by case basis up to and including termination from the board by majority vote.

## VIII. RULES OF ORDER

- A. The board will follow Robert's Rules of Order As Modified for Small Committees for conducting business; including the modification of these by-laws.

## IX. PUBLIC COMMENT

- A. Members of the public wishing to address the board must be added to the agenda by the library administration or the board chair before the meeting begins. The time for public comment will be limited to 15 minutes on any issue with efforts made to balance speakers on opposing sides of the issue. The board may extend the time allotted for public comment by vote.