

MINUTES

Stokes Brown Public Library Board Minutes

JANUARY 8, 2021

Meeting called to order by Corinne Balthrop

IN ATTENDANCE

Board Members present: Corinne Balthrop, Sharon Hargraves, Paul Nutting (via Zoom), Margaret Ann Williams (via Zoom), Chris Causey (via Zoom), Bill Moore (via Zoom) and Tim Harris (via Zoom)

Others present: Michelle Adcock (SBPL), Cecilie Maynor, Red River Regional Library (via Zoom), Steve Pierson, Pierson CPA (via Zoom), Bob Adams, Blankenship CPA Group (via Zoom), Patricia Bellar (SBPL) and Lynn Slabaugh (SBPL)

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

DETERMINATION

The motion was made by Tim Harris and seconded by Paul Nutting that this Board determines that meeting electronically is necessary to protect public health, safety and welfare in light of the coronavirus. The motion carried. The votes are as follows:

Sharon Hargraves	Yes
Margaret Ann Williams	Yes
Paul Nutting	Yes
Chris Causey	Yes
Tim Harris	Yes

***For the duration of the meeting, Bill Moore was not able to vote due to technical difficulties.**

SPECIAL REPORT

Bob Adams of Blankenship CPA Group discussed the Annual Financial Report dated June 30, 2020. He stated that the audit was unqualified and there were no material weaknesses or significant findings. Mr. Adams discussed the budget versus the actual amount spent. He stated that a great job was done managing the budget throughout the year. Chris Causey added congratulations to Michelle Adcock and the others who worked with the budget, saying it is a big deal to have a good audit.

APPROVAL OF MINUTES

Per Michelle Adcock, there were some suggestions for minor grammatical corrections to the November Minutes, as well as the wording in the Adjournment section. It was discussed that a vote to adjourn is not required, but rather adjournment by consensus is sufficient.

The motion was made by Paul Nutting and seconded by Chris Causey to amend the November 13, 2020 Minutes to say that adjournment was by consensus. The motion carried. The votes are as follows:

Sharon Hargraves	Yes
Margaret Ann Williams	Yes
Paul Nutting	Yes
Chris Causey	Yes
Tim Harris	Yes

The motion was made by Sharon Hargraves and seconded by Margaret Ann Williams to approve the Minutes of the November 13, 2020 meeting as amended allowing for minor grammatical corrections. The motion carried. The votes are as follows:

Sharon Hargraves	Yes
Margaret Ann Williams	Yes
Paul Nutting	Yes
Chris Causey	Yes
Tim Harris	Yes

REPORT OF TREASURER

FINANCIAL STATEMENTS: Steve Pierson discussed the Financial Statements of September 30, 2020 - October 31, 2020, and November 30, 2020 - December 31, 2020. Regarding the unfunded liability, a \$45,000.00 payment was made to TCRS. Revenue is coming in. In November and December we received the appropriation from the City and County. He said that the biggest difference in the budget was in payroll.

The motion was made by Paul Nutting and seconded by Tim Harris to accept the financial statements as presented. The motion carried. The votes are as follows:

Sharon Hargraves	Yes
Margaret Ann Williams	Yes
Paul Nutting	Yes
Chris Causey	Yes
Tim Harris	Yes

REPORT OF REGIONAL LIBRARIAN

The report of the Regional Librarian was given by Cecilie Maynor. She advised that the Executive Order came out before Christmas to continue virtual meetings, and that she can send it to anyone who needs it. She said that we should pick some standards and work on those every year. Sharon Hargraves asked if a standards committee would be a good idea. It was discussed that it may not need to be a standing committee, and further that perhaps a leadership team of staff at the library could take that role. Per Michelle Adcock, she is currently working with some supervisors in that regard. Sharon Hargraves stated that she would be happy to help if needed. Cecilie discussed a new overdrive app called Sora available to the school system for juvenile and young adult access. This will also help our circulation numbers. There is a Circulation Roundtable scheduled for January 26, 2021, that will focus on how to communicate with patrons with mental health issues. It will be virtual via WebEx. The Regional office is closed until January 20, 2021. The staff is working from home.

DIRECTOR'S REPORT

The Director's Report was given by Michelle Adcock. She reported that we have resumed computer classes. We are not having great attendance but with the pandemic, those smaller classes are good, as well as the benefit of better one on one learning. We had the socially distanced Santa pictures. Staff person, Nicole Swafford, did a travel themed passive program of books and movies with a passport log to be turned in by the patron of items checked out. A ticket for a drawing for a gas card was given to the patron when they turned in their log. Our circulation numbers are down but that was expected for December. In December we had a staff training day via Zoom, with staff spread throughout the library. We bought the Ryan Dowd virtual homeless training. We have openings remaining if any Board members want to do the training. Caitlyn Haley from the Region did a presentation focusing on reference questions. She did a great job. Rose is now doing storytime via Zoom. Rose and Callie have done a great job adapting their programs and continuing to serve the county during the pandemic.

Chris Causey asked if we had the contact information for My Father's House. Paul Nutting requested that an email be sent to the Board members with the names and contact information that we have for organizations like My Father's House.

CALENDAR OF CLOSURE DATES:

The motion was made by Sharon Hargraves and seconded by Margaret Ann Williams to close for one day in April, 2021, for staff development, and to let Michelle decide on the date. The motion carried. The votes are as follows:

Sharon Hargraves	Yes
Margaret Ann Williams	Yes
Paul Nutting	Yes
Chris Causey	Yes
Tim Harris	Yes

The motion was made by Sharon Hargraves and seconded by Margaret Ann Williams to amend the previous motion to include the library closing at 1:00 p.m. on New Year's Eve 2021. The motion carried. The votes are as follows:

Sharon Hargraves	Yes
Margaret Ann Williams	Yes
Paul Nutting	Yes
Chris Causey	Yes
Tim Harris	Yes

The motion was made by Tim Harris and seconded by Paul Nutting to close the library on Sunday, December 26, 2021, and Sunday, January 2, 2022. The motion carried. The votes are as follows:

Sharon Hargraves	Yes
Margaret Ann Williams	Yes
Paul Nutting	Yes
Chris Causey	Yes
Tim Harris	Yes

OLD BUSINESS

BUDGET COMMITTEE: Per Corinne Balthrop, Paul Nutting, Bill Moore and Tim Harris agreed to work on the budget committee. They are waiting for the information to organize it, so we are not sure when it will be set up. Per Michelle, she will send information regarding salaries, as well as financials and our budget from last year to the committee members. She will ask them for a date and time that works best for a meeting.

REVISIT MASK MANDATE: Per Michelle Adcock, at the last meeting, it was decided that the library would continue its requirement for masks through the end of January, 2021. It was discussed whether a vote would be needed each time if we follow what the county does.

The motion was made by Chris Causey and seconded by Sharon Hargraves for the library to continue its current mask policy until we meet in March. The motion carried. The votes are as follows:

Sharon Hargraves	Yes
Margaret Ann Williams	Yes
Paul Nutting	Yes
Chris Causey	Yes
Tim Harris	Yes

NEEDED MOTIONS:

1. To remove Karen Shoemaker from the US Bank account, and
2. To add Paul Nutting, Board Treasurer, to the US Bank account

The motion was made by Tim Harris and seconded by Chris Causey to remove Karen Shoemaker from the US Bank account, and to add Paul Nutting, Board Treasurer, to the US Bank account. The motion carried. The votes are as follows:

Sharon Hargraves	Yes
Margaret Ann Williams	Yes
Paul Nutting	Yes
Chris Causey	Yes
Tim Harris	Yes

NEW BUSINESS

PRESENTATION OF SOCIAL MEDIA PLAN TO BE VOTED ON AT NEXT MEETING:

Per Michelle Adcock, staff supervisors, Jonathan Fann and Mark Wilson, worked on the Social Media Policy. After a discussion was held regarding the policy presented to the Board, it was decided to vote at this meeting.

The motion was made by Chris Causey and seconded by Sharon Hargraves to accept the Social Media Policy as presented. The motion carried. The votes are as follows:

Sharon Hargraves:	Yes
Margaret Ann Williams	Yes
Paul Nutting	Yes
Chris Causey	Yes
Tim Harris	Yes

DRAUGHON FOUNDATION AWARD: \$7,000.00:

Per Michelle Adcock, this is a grant we apply for annually. It is a non-matching grant, meaning no one has to match it. This year we applied for \$9,000.00 and were awarded \$7,000.00. We plan to use the funds for a tech tub. This is a devise to sterilize laptops and hot spots. Also the funds are to be used for video conferencing equipment and twenty-three monitors for the computer lab.

The motion was made by Sharon Hargraves and seconded by Tim Harris to expend the Draughon Foundation award of \$7,000.00. The motion carried. The votes are as follows:

Sharon Hargraves	Yes
Margaret Ann Williams	Yes
Paul Nutting	Yes
Chris Causey	Yes
Tim Harris	Yes

DIRECTOR EVALUATION FORM DISCUSSION:

Two Director Evaluation forms were presented. After discussion, it was decided that the form presented titled "Library Director Evaluation" would be used. Michelle is to first complete the Self Evaluation section. She will then email same to the Board members, at which time they will each complete their evaluation form. The Board members will deliver their completed evaluation to the library Circulation desk for Corinne Balthrop. Corinne Balthrop will then assemble the evaluations onto a single form and meet with Michelle to go over the results.

FFCRA EXTENSION:

A discussion was held regarding an extension of the FFCRA (The Families First Coronavirus Response Act). Michelle Adcock advised that she had contacted Attorney Clyde Richert to discuss the matter but has not yet heard back from him, and that there may be legal fees incurred. A discussion was held regarding the library's options as to the extension of the Act.

The motion was made by Sharon Hargraves to extend the FFCRA based on Items 1 through 4 of the Qualifying Reasons for Leave Related to Covid-19 as listed in the Act.

Further discussion regarding the extension of the Act was held.

The previous motion was amended by Sharon Hargraves and seconded by Tim Harris to extend the FFCRA through March 31, 2021, contingent on Mr. Richert's findings, and based on items 1 through 4 of the Qualifying Reasons for Leave Related to Covid-19 as listed in the Act, and to not start paid sick leave over at zero, but use the balance of paid sick leave allowed under the Act.

Sharon Hargraves	Yes
Margaret Ann Williams	Yes
Paul Nutting	Yes
Chris Causey	Yes
Tim Harris	Yes

ADJOURNMENT

The meeting was adjourned by consensus.

THE NEXT BOARD MEETING IS SCHEDULED FOR MARCH 12, 2021 AT 11:00 A.M.