

# STOKES BROWN PUBLIC LIBRARY BOARD MINUTES

May 9, 2025

## IN ATTENDANCE

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

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), and Jennie Waddington (Guest)

## CALL TO ORDER

Paul Nutting called the meeting to order at 8:34 a.m. 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 MINUTES (January 17th, Budget Committee, March 14<sup>th</sup>, and March 28<sup>th</sup>)

**The motion was made by Sharon Hargraves to approve the January 17th, Budget Committee, March 14<sup>th</sup>, and March 28<sup>th</sup> minutes as presented and seconded by Martin Morgan.**

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

## REPORT OF TREASURER

Steve Pierson reported as of April 30, 2025, the library had \$422,882.14 in the checking account, with a current "Net Income" of \$87,871.32. This balance is due largely to the recent disbursement of quarterly funds from the City of Springfield and Robertson County.

**The motion was made by Martin Morgan to approve the financial statement as presented and seconded by Renée Wray-Davis.**

**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:

- Statewide Library Services Funded by Federal Funds-we currently still have funding through June 2026. The state librarian is monitoring the situation closely and keeping everyone informed if anything changes.
- Technology Grant application is now available. Deadline to apply is July 7<sup>th</sup>. It is available on line.
- All trustees should complete the Trustee Certification Program by June 30<sup>th</sup> as that will likely impact the library's grant award.
- Grant Informational Meeting will be June 17<sup>th</sup> at 9:30 (Hybrid)-this will be a training on how to request the grants and which grants are available through TSLA.
- Library Service Agreement-No changes from last year: this is just a reminder it needs to be reviewed and signed.
- The Virtual Partnership Fair will be on May 15<sup>th</sup>: Vendors on hand will include WIC, TEMA, TN innovation STEM Institute, Safe at Home. Tennessee Geological Society, Tennessee Businesses Against Trafficking, TDOT Pollinator Habit Program, Tennessee State Parks and many more
- Comparison of Responsibilities Document: this is a great resource and reference document that includes topics such as finance, personnel, policy, planning, collection development, Programs, and Services
- Reminder to have all library staff complete their training hours by June 30<sup>th</sup>.

## REPORT OF DIRECTOR

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

- We hosted a successful second session of United Way's VITA program, providing qualifying households with critical tax assistance
- We had a successful kid's field trip to the Springfield Robertson County Airport.
- Our Technology Trainer held a training session at the Robertson County Senior Citizen Center, helping them better understand how to access digital materials and library services.
- The library partnered with APSU's Eriksson College of Education in an introductory hands-on training with VR headsets, Finch Coding Robots, and Programmable LEGO SPIKE sets. The library was able to keep all of the training materials to use for future training.
- The library has updated the furnishings in the Storytime Room, thanks to generous support from the Brown Foundation. The new furniture was selected with flexibility in mind and replaced pieces dating back to the Gorham MacBane era.
- Over the coming months, the library will be transitioning to a new website platform. The current website is no longer supported and does not meet the accessibility standards outlined in the DOJ's upcoming requirements.

- The library had staff development day in April, being certified in CPR and AED training. Additionally, Stephanie Evans and Mary Ann Christian provided training on how to recognize and support individuals who may be considering suicide.
- The library sent four staff members to the annual Tennessee Association Conference, held in Chattanooga.
- Our homeschool children presented a Living Wax Museum with a variety of characters represented: Martha Washington, Marie Antoinette, Casey Jones, and Abraham Lincoln. Nicola Tesla was the overall winner, who received a one year family pass to the Robertson County Museum.

The Strategic Plan Update was given by Michaela Willbanks. She highlighted the following:

- Three new objectives were added to Goal B: Create Young Readers that enter school ready for a wide range of literacies and support continued academic success:
  - By December 2025, align all recurring children's programming with state educational standards to enhance education impact and ensure compliance
  - By December 2025, ensure all non-recurring children's programming is aligned with state educational standards to maintain consistency and educational value across all offerings.
  - By August 2025, implement afterschool programming utilizing curriculum provided by Lions Club International to expand educational enrichment opportunities for children
- One new objective was added to Goal C: Be a reliable source of information for Robertson County communities:
  - Launch a redesigned, user-friendly library website by December 2025 that improves access to library services, digital resources, and community information for all Robertson County Residents
- One new objective was added to Goal D: Be a comfortable community hub with engaging activities and spaces where citizens can connect:
  - Establish partnership with Willow Oak to have an art show/fair with art from local artists

### **Friends of the Library**

Michelle reported Friends were looking into purchasing display cases to display items to reflect the history of Robertson County.

### **REPORT OF POLICY COMMITTEES**

#### ***Discuss and possibly take action on Employee Handbook***

Michelle Adcock stated we are still updating the handbook and would like to table voting on this until the July Board Meeting.

***Discuss and possibly take action on Programming Policy***

Michelle Adcock stated with this policy we are updating language to reflect current practices, correction of grammar and removal of a partial sentence about fees for events we do not allow at all.

**The motion was made by Sharon Hargraves to approve the Programming Policy as presented and seconded by Martin Morgan.**

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

***Discuss and possibly take action on Community & Board Room Use Policy***

Michelle Adcock stated this policy has been drastically changed to reflect best current practices.

**The motion was made by Martin Morgan to approve the Community & Board Room Use policy as presented and seconded by Jim Stelluto.**

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

***Discuss and possibly take action on Study Room Policy***

Michelle Adcock stated this policy is being updated to reflect current practices, updated time limits and the rooms not to be monopolized by any individual or group. A correction to the fourth sentence from the end of the document was needed to add "to" between not and be.

**The motion was made by Sharon Hargraves to approve the Study Room Policy with one correction as presented and seconded by Jim Stelluto.**

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

***Discuss and possibly take action on Virtual Reality Headset Use Policy***

Michelle Adcock stated this was a brand new policy because it is new equipment. The policy has Health and Safety Disclaimers as well as Liability Waiver and Assumption of Risk statements, which the patron must sign, in order to use the equipment.

**The motion was made by Sharon Hargraves to approve the Virtual Reality Headset Use Policy as presented and seconded by Renée Wray-Davis.**

**Five voted in favor of with one opposed. The motion passed.**

***Discuss and possibly take action on 3D Printing Policy***

Michelle Adcock stated this policy is being updated to reflect current practices.

**The motion was made by Martin Morgan to approve the 3D Printing Policy as presented and seconded by Jim Stelluto.**

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

**REPORT OF NOMINATING COMMITTEE**

***Discuss and possibly take action on new board members and Officer Slate***

Member nominations 7/1/25-6/30/28

City: Jim Stelluto 2<sup>nd</sup> term

County: Norma Dutton 2<sup>nd</sup> term

City: Laurel Burr 1<sup>st</sup> term

Officer Slate 7/1/25-06/30/26

Chair: Paul Nutting

Vice Chair: Lisa Arnold

Secretary: Renée Wray-Davis

Treasurer: Martin Morgan

Departing

Sharon Hargraves rotating off as of 6/30/25

**The motion was made by Sharon Hargraves to approve both the member nominations and officer slate as presented and seconded by Renée Wray-Davis.**

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

**OLD BUSINESS**

***Discuss and possibly take action on envelope and laminating sales: set prices***

Michelle Adcock stated patrons ask for envelopes and to laminate items almost daily. In order to provide this service the library would need to charge the following:

White business envelopes at 10¢ each

Large manila envelopes at 50¢ each

Laminating 8 x 12 paper is 50¢ per sheet

**The motion was made by Martin Morgan to approve the prices as presented and seconded by Sharon Hargraves.**

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

***Discuss and possibly take action on borrower records purge***

Michelle Adcock suggested to purge borrowers whose library card has been expired for three years and owe fines for less than \$100.

**The motion was made by Sharon Hargraves to approve to purge borrowers whose library card has been expired for three years and owe less than \$100 and was seconded by Jim Stelluto.**

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

**NEW BUSINESS**

***Discuss and possibly take action on TCRS Provisions 6 & 8 (6 month waiting period)***

Michelle Adcock stated the agreement signed with TCRS (in 1984) included provision 6. This provision gives a new employee a six month waiting period before they are enrolled in TCRS. We also have Provision 8 which states the employee can buy back the six months of service. Before making changes to these provisions we would like to ask James Armistead from TCRS to discuss the ramifications of updating these provisions for the July Board Meeting.

**The motion to reach out to James Armistead to attend the July Board Meeting was made by Martin Morgan and seconded by Norma Dutton.**

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

***Discuss and possibly take action on TCRS (retirement) rate***

Michelle Adcock stated the minimum rate employer ADC rate is 4.26% of full-time payroll and is budgeted at \$18,500.

**The motion was made by Martin Morgan to maintain the 4.26% employer ADC rate and was seconded by Norma Dutton.**

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

***Discuss and possibly take action on surplus property***

Michelle Adcock stated we had 37 child sized chairs, 3 adult chairs and 3 tables from the Children's that had been replaced with new furniture. The library would like to offer the furniture as a donation to a local child care or home school program before disposal.

**The motion to dispose of the surplus property was made by Jim Stelluto and seconded by Martin Morgan.**

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

***Discuss and possibly take action on FYE 25 budget reallocation/amendment***

Michelle Adcock presented a table of funds to be reallocated to make the current budget balance.

**The motion to reallocate the funds as presented to balance the budget was made by Norma Dutton and seconded by Jim Stelluto.**

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

***Discussion and possibly take action on adding board treasurer to library account***

Michelle Adcock stated the board needed to vote to add the board treasurer to the library bank account.

**The motion to add the board treasurer to the library bank account was made by Sharon Hargraves and seconded by Jim Stelluto.**

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

**OTHER**

Paul Nutting thanked Sharon Hargraves for her years of service on the Library Board.

Adjournment was by consensus.

**Next Board Meeting July 11th, 2025, 8:30 am**