

MINUTES

Stokes Brown Public Library Board Minutes

Date May 8th, 2020 | *Meeting called to order by* Corinne Balthrop

In Attendance

Present: Board Members- Corinne Balthrop, Chris Causey, Paul Nutting, Tim Harris, Bill Moore, and Susan Marks.

Others: Cecilie Maynor (Red River Regional Library), Steve Pierson (Accountant, Acting Treasurer), James Armistead (TCRS), Michelle Adcock (SBPL).

Corinne Balthrop called the meeting to order. With six (6) board members present, there is a quorum according to the by-laws.

Determination

The motion was made (Chris Causey) and seconded (Tim Harris) that: "This board determines that meeting electronically is necessary to protect public health, safety, and welfare in light of coronavirus."

Causey-yes

Harris-yes

Marks-yes

Moore-yes

Nutting- yes

Special Report –TCRS- James Armistead

TCRS rate is currently 8.86%. Of that percentage 7.41% is going to unfunded liability. It is set on an amortization schedule and arranged into tiers. Some employers choose to pay off this unfunded liability. Ours is currently \$118,714. Paying this off would immediately drop the rate to 1.45% for this fiscal year. A new tier can be issued depending on what happens between now and June 30. The amount can be paid off in partial payments. We can ask James about specific payment scenarios and how those may affect the numbers. We could also pay above the required 8.86% to get ahead. A change in this does not need to be decided at any specific time. The board suggested that Steve and Michelle look into this further and add it to the next agenda.

The motion was made (Paul Nutting) and seconded (Tim Harris) that: "The board delays the discussion of the decision on TCRS until the July regular meeting."

Causey- yes

Harris-yes

Marks-yes

Moore-yes

Nutting- yes

Approval of Minutes

The minutes from the March 13th regular meeting, the Feb 14th Special meeting, the March 22nd/24th e-vote, and the April 26th/27th e-vote were presented.

The following clarifications and corrections were offered.

- 1) On the March 13th meeting on the 2nd page at the bottom of the page. "The motion was made by Nutting seconded by Moore to make a formal request to the county to (strike out) ~~see if the employee insurance under them~~ (replace with) include the library employees health insurance under the counties health insurance plan and give the director power to act"
- 2) Last page last item before adjournment. "The motion was made (Paul Nutting) and seconded (Bill Moore) to accept the plan as presented with minor changes (add word: 'and') with further common sense changes as needed."

The motion was made by (Paul Nutting) and seconded (Tim Harris) to: "make the changes to the minutes as presented."

Causey- yes
Harris-yes
Marks-yes
Moore-yes
Nutting- yes

The motion was made (Chris Causey) and seconded (Paul Nutting) to: "approve the above minutes as amended taken as a group."

Causey- yes
Harris-yes
Marks-yes
Moore-yes
Nutting- yes

The motion was made (Paul Nutting) and seconded (Susan Marks) to: "Amend the Feb 14th meeting minutes so that the motion to reads: 'To permanently appoint Michelle Adcock to the position of Library Director at a beginning salary of \$55,000 annually.' "

Causey- yes
Harris-yes
Marks-yes
Moore-yes
Nutting- yes

Note: March 30th minutes: Change "in accordance with the mandates" instead of "mandated" as a correction the clerical error with no change in meaning.

Treasurer Report- Steve Pierson

The bank statements did not come in time so the financials are in draft form at this point. The balance is healthy in checking. The balance went up during the pandemic. The close of the fiscal year and the reallocation needs to be considered. The tolerance of the auditors needs to also be considered. Steve had made some recommendations about areas where the difference is more than \$500. We are currently over budget by \$162,000. We have quite a bit to spend or reallocate to make the state happy. It is thought at this time that the TCRS funds could not be taken directly from the budget since it has been included in prior financials. We would need to clarify how TCRS applies the money. No vote was taken since the reports remain in draft form. The city and county budget complications due to pandemic issues were discussed.

Regional Director's Report- Cecilie Maynor

The region has been keeping in contact with the directors and libraries during this pandemic. Many libraries have found ways to provide for their communities even though they are closed to the public. Public Library Service agreement is due to be signed again by Corinne. Cecilie went over the highlights of the document. The summer reading program was discussed and the changes that have happened due to children not being able to meet in large groups. The state is using the READSquared app to assist local libraries with summer reading. The challenges facing libraries as they serve a public needing to file unemployment and search for jobs were discussed. The possibilities of government grants for COVID related expense. Our ability to qualify can be looked into. There are no onsite trainings currently. The trustee training is always available online for those who have not completed it. The region is back in the office on a rotating basis.

Director's Report- Michelle Adcock

Ginger Gingrich has submitted a thank you note to be passed on to the board letting them know how much the staff has appreciated the support of the board during the pandemic. The library was able to continue serving the community in new ways during the pandemic. We have restarted the sidewalk/ curbside service. We promoted Libby and TEL (including language learning and job skills). We provided Wi-Fi to the public outside the building. We partnered with our Friends of the Library to provide free books during the closure. We also conducted walking story time and visited with U-Turn on the radio. Some of the staff is now back and preparing the building for the return of the full staff and the public. We are not doing in person programming this summer. Plans may vary depending on infection levels, etc. We will have paper and online packets for summer reading. The numbers are down considerably since we have been closed.

Old Business

Employee health insurance update: The County did decide not to move forward with our request to be added to their health insurance at this time. We have not heard back from the city about possibly adding on there. We have hit a dead end for the moment. Michelle suggests we regroup and try again when the current health crisis is resolved.

The Pandemic Plan: This is the one we used as we closed down it has been modified from the original. Some of the indicators have been removed and replaced with more general information. It is as presented in the latest e-mail.

The motion was made (Tim Harris) and seconded (Paul Nutting) to approve the pandemic plan.

Causey- yes
Harris-yes
Marks-yes
Moore-yes
Nutting- yes

There was discussion of the reopen plan. It is planned in phases. The patron limits of the different areas of the library were discussed. The limiting of hours during reopening was also discussed. The use of curbside computers and computer lab appointments were also discussed.

The motion was made (Tim Harris) and seconded (Bill More) to approve the reopen plan subject to the director's discretion.

Causey- yes
Harris-yes
Marks-yes
Moore-yes
Nutting- yes

New Business

The audit is coming up soon. Blankenship has always done a great job. We may want to see if other firms are interested in bidding the job. 3 or 4 years with one firm is considered standard. We have used them for at least that long. We will look for leads on others that may be interested in bidding the job. No motion is needed at this time this is just information for the board. We may need a motion to accept a new firm at the next meeting if a different firm is chosen.

Be on the lookout for budget reallocations to come via e-votes. Steve and Michelle will try to consolidate this information so that it can be taken care of efficiently.

Future Board Member nominations were discussed. The following seats expire 6/30/20 Susan Marks, Karen Shoemaker, and Jane Ligon. All of them are eligible for another term. Susan Marks is not interested in another term. Chris Causey will contact Jane Ligon and Tim Harris will contact Karen Shoemaker to see if they are interested in serving another term. Names for replacements will need to be submitted to the city and county. The name of Margaret Ann Williams was brought forward for the county vacancy. Cecilie Maynor mentioned ways that many libraries are opening the board up to new members.

The motion was made (Paul Nutting) and seconded (Bill Moore) to: "Seek answers to whom among those with expiring terms would like to be nominated to their respective funding bodies for another term. Once it is known how many spots are open board members will compile list of prospects for a nominating committee. The nominating committee will be appointed by special meeting in the future and they will pursue candidates that are willing to serve in any vacant seats."

Causey- no vote
Harris-yes
Marks-yes

Moore-yes
Nutting- yes

Susan expressed her enjoyment at being part of the board. The other board members expressed their appreciation for her service.

Adjournment

The motion was made (Tim Harris) and seconded (Bill Moore): "To adjourn." The motion carried.

E-mail Vote – 06/09/20

The motion was made (Tim Harris) and seconded (Sharon Hargraves) that: “Margaret Ann Williams's name be submitted to the Robertson County Commission as a candidate for the open county seat on the Stokes Brown Library Board of Directors”

Tim Harris	Yes	06/09/20	12:28 pm
Bill Moore	Yes	06/09/20	12:30 pm
Sharon Hargraves	Yes	06/09/20	12:45 pm
Susan Marks	Yes	06/09/20	12:48 pm
Corinne Balthrop	Yes	06/09/20	1:17 pm
Chris Causey	Yes	06/09/20	1:33 pm
Paul Nutting	Yes	06/09/20	11:15 pm

The motion was made (Tim Harris) and seconded (Sharon Hargraves) that: “Harold ‘Skip’ Barbee's name be submitted to the City of Springfield Board of Mayor and Aldermen as a candidate for the open city seat on the Stokes Brown Library Board of Directors”

Tim Harris	Yes	06/09/20	12:28 pm
Bill Moore	Yes	06/09/20	12:30 pm
Sharon Hargraves	Yes	06/09/20	12:45 pm
Susan Marks	Yes	06/09/20	12:48 pm
Corinne Balthrop	Yes	06/09/20	1:17 pm
Chris Causey	Yes	06/09/20	1:33 pm
Paul Nutting	Yes	06/09/20	11:15 pm

MINUTES

Stokes Brown Public Library Board Minutes

Date Special Called Meeting June 19th, 2020 | *Meeting called to order by* Corinne Balthrop

In Attendance

Present: Board Members-In person: Corinne Balthrop, Paul Nutting, & Jane Ligon. Online: Chris Causey, Tim Harris, Bill Moore, Sharon Hargraves, & Susan Marks.

With eight (8) board members present, there is a quorum according to the by-laws.

Also in attendance: Michelle Adcock (SBPL)

Determination

The motion was made (Sharon Hargraves) and seconded (Tim Harris) that: "This board determines that meeting electronically is necessary to protect public health, safety, and welfare in light of coronavirus." The motion carried.

New Business

The motion was made (Chris Causey) and seconded (Sharon Hargraves) that: "The board discusses and possibly takes action on year-end bonuses for the library staff."

Proposed bonus amounts totaling \$34,231 gross, \$2,618.68 in payroll taxes, and \$1,850 (approx.) in retirement had been previously submitted to the board as an initial proposal.

The question was asked what would happen to these funds if they are unused. Michelle stated that it is her understanding that any unused funds will roll over into the library's fund balance at year end.

Concerns about how this may affect the relations with our funding bodies when their employees are not able to get bonuses or raises in light of the financial uncertainty caused by the pandemic were expressed. Financial realities for the library itself next year are also uncertain.

Several board members offered discussion focusing on increasing our pay scale instead of relying on year end bonuses which are more unreliable for the employees. The bonuses that were given in the past were discussed. Making salaries more complete was discussed as a goal instead of giving bonuses. Several board members expressed their appreciation of the employees and the desire to do what is best for the long term.

Moore **No**

Marks	No
Harris	No
Hargraves	No
Causey	No
Ligon	No
Nutting	No

The motion was made(Paul Nutting) and seconded (Tim Harris) that “In light of the increasing fund balance in the Stokes Brown operating fund that the library board approach the city and county to start using a portion of the fund balance (as long as we keep enough for emergencies) to start making permanent improvements in the library (pay) classification system so that those improvements can be funded internally without asking for any extra money from the county and city during the operating budget.”

Discussion was offered that the city and county cannot obligate any future commissions to do anything. The long term effects on MOE and the use of the fund balance were discussed along with the best way to approach to the funding bodies. Discussion was offered that we should communicate with the city and county about the goals and means we are using without asking them for a commitment that they cannot offer.

The motion was made (Tim Harris) and seconded (Bill Moore) to lay the motion on the table until the next regularly scheduled meeting.

Moore	Yes
Marks	Yes
Harris	Yes
Hargraves	Yes
Causey	Yes
Ligon	Yes
Nutting	Yes

The board offered encouragement that despite the lack of a bonus this year the board is working to improve the pay classification for the library staff.

Announcement - Adjournment

Budget reallocations will be ready for e-vote near the middle of next week.

The motion was made (Tim Harris) and seconded (Sharon Hargraves) that: “The meeting adjourn”. The motion carried.

E-mail Vote – 06/24/20

The motion was made (Tim Harris) and seconded (Chris Causey) that: “The following changes be made to the 19-20 budget.”

Income side reallocations

\$12,800 from Other Income-other to Other Donations

\$2,300 from Other Income-other to Memorials

\$1,100 from Fines to E-rate reimbursement

Note Regional Funding is \$16,743 State of TN Tech grant is \$1,549

Expense

\$640 from Meals and Entert. to Periodicals

\$2,725 from Salaries-other to Professional services

\$500 from Audio Visual Material to E-books/E-audio

\$500 from Books purchased oth to E-books/E-audio

\$750 from Miscellan.-other to Fundraising expense

\$350 from Outreach to Periodicals

\$2,725 from Salaries-other to Professional Services

\$1,018 from Outreach to Fundraising Expense

\$1,000 from Travel to Maint. & Repair

\$400 from Salaries-other to Staff develop-other

\$1,000 from Utilities-other to Telephone-Internet

\$210 from Utilities-other to Recycling

\$23,249 from Medical Insurance to Capt. Exp.

\$1,900 from Salaries-other to Equipment

\$579 from Staff Dev. - Dues to Dues/ Memberships

\$2,500 from Software/ Liscen. to Supplies-other

\$2,900 from Utilities-Other to Supplies-other

\$2,300 from Utilities-Other to Maint. & Repair

\$221 from Medical Insurance to Insurance

\$2,300 from Medical Insurance to Supplies-other

\$170 from Medical Insurance to Periodicals

\$655 from Medical Insurance to Maintenance & repair

Tim Harris	Yes	06/24/20	12:34 pm
Chris Causey	Yes	06/24/20	1:06 pm
Sharon Hargraves	Yes	06/24/20	2:01 pm
Bill Moore	Yes	06/24/20	2:39 pm
Susan Marks	Yes	06/24/20	5:11 pm

E-mail Vote – 06/24-25/20

The motion was made (Tim Harris) and seconded (Susan Marks) to: "amend the existing budget reallocation to remove the duplicate line for \$2,725 from Salaries-other to Professional services. This money will remain in Salaries-other."

Tim Harris	Yes	06/24/20	6:30 pm
Susan Marks	Yes	06/24/20	6:35 pm
Sharon Hargraves	Yes	06/24/20	7:17 pm
Paul Nutting	Yes	06/25/20	8:16 am
Chris Causey	Yes	06/25/20	8:20 am
Bill Moore	Yes	06/25/20	12:13 pm
Corinne Balthrop	Yes	06/25/20	1:50 pm