

# STOKES BROWN PUBLIC LIBRARY BOARD MINUTES

July 11, 2025

## IN ATTENDANCE

Board Members present: Paul Nutting, Martin Morgan, Laurel Burr, Suzanne Glover, and David Walker

Others present: Cecilie Maynor (Regional Library Director), Caitlyn Haley (Regional Library Assistant Director), Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director), Jana Hatcher (SBPL Administrative Assistant), John Grubbs (MTAS), James Armistead (TCRS), Lee Marie Astier (Guest), Jennie Waddington (Guest), Clint and Rose Wooten (Guests).

## CALL TO ORDER

Paul Nutting called the meeting to order at 8:37 a.m. A quorum was present according to the By-laws.

## PUBLIC COMMENT PERIOD

Rose Wooten asked to speak to the board concerning salaries and how pay raises are determined. She discussed that money that is used for tuition reimbursement could be used to reward employees for years of service and degrees rather than just across the board pay raises.

## SPECIAL REPORTS

James Armistead from TCRS addressed provision 6 with TCRS, which states a new employee could not contribute to TCRS until employee was employed for six months. He stated this has not been done for new hires in recent years and his recommendation is to have the employees contribute to TCRS from the date of hire. James also addressed provision 8, which states an employees can buy back their first six months of their contribution to TCRS at retirement. His recommendation was to leave this provision as it is currently stated.

**The motion was made by Suzanne Glover and s seconded by Laurel Burr to have a resolution drafted to delete provision # 6 and keep provision #8 as recommended by James Armistead.**

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

John Grubbs from MTAS addressed the Employee Handbook revisions. The handbook is reviewed every two years to update current practices, policy changes and federal/state/legal changes. He highlighted the following changes:

- Employees are no longer required to round their time to the nearest quarter hour. The new online timekeeping system makes this unnecessary.
- Page 13 Tennessee Consolidated Retirement System - This is already updated to reflect James Armistead recommendation for options 6 and 8.
- Page 15 Break Time to Pump Breast Milk and Private Space to Pump Breast Milk have been added as mandated by Federal Law.
- Page 19 Wordage changed in 5.4.D that an employee must notify his/her supervisor of sick leave no later than 30 minutes prior to scheduled workday. This was changed from 15 minutes prior to the scheduled workday.
- Page 20 Bereavement Leave has been update to add "Step" to relationship statuses.
- Pages 27-28 –Reasonable Expectations 1-5 have been added to demonstrate examples of what accommodations may be provide for medical conditions.

**The motion was made by Martin Morgan and seconded by David Walker to accept the employee handbook as presented with updates to TCRS provision 6 and 8 to take effect on July 22, 2025.**

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

#### **APPROVAL OF MINUTES May 9, 2025**

**The motion was made by Martin Morgan and seconded by Suzanne Glover to approve the May 9, 2025 minutes as presented and with the correction of the Next Board Meeting Date changed to July 11, 2025.**

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

#### **REPORT OF TREASURER**

Steve Pierson reported the draft financial statements reported \$357, 117.19 in the US Bank Checking Account. In addition, he reported the financial statements were drafts as this was the end of the fiscal year with bills and reallocations to be made. He will present a clean end of year report for 2024-2025 fiscal year at the September Board Meeting.

**The motion was made by David Walker and seconded by Suzanne Glover to approve the financial statement as presented.**

## **REPORT OF THE REGIONAL LIBRARIAN**

The Report of the Regional Librarian was given by Cecilie Maynor. She provided some important updates

- Paul Nutting was presented with a certificate for completing his recertification for Trustee Certification.
- Maintenance of Effort (MOE)-Attached is the 2025 MOE form. The deadline to submit the MOE is October 31, 2025. Once signed, the original document will need to be returned to the Red River Regional Office, 1753 -Alpine Drive, Suite A, Clarksville, TN 37040.
- Library Service Agreement-this will need to be signed to receive state funding.
- Official Service Population form-this will need to be signed. This form states the Stokes Brown Public Library is servicing 62,767 of the population of the county, which makes the library a Level 5
- Standards Survey is due July 15, 2025.
- Title VI survey is due August 1, 2025.

## **REPORT OF DIRECTOR**

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

- Total Circulation and program attendance were up compared to the same time as last year.
- Two field trips occurred in May: Springfield Fire Department with over 130 in attendance and Head's Farm to pick strawberries.
- Our adult bingo partner for May was the Community Closet, which are great supporters of our programming activities. They also supplied t-shirts for our tie dye program, which had a turnout of over 300 participants.
- Although the number of public users of the new 3D printer is relatively small, it's higher than anticipated. Demand has grown since upgrading to a better quality machine.
- The library invested in program from Nashville Ballet, Mr. Bond Science, Animal Tales, and Reptagurl in June. Our local Kiwanis Club supported the cost of Reptagurl program.
- Currently, we are having plumbing issues. A section of cast iron has been discovered that is deteriorating and needs to be replaced. We are currently obtaining bids and will move forward from there. Depending on the bids, we may need to have a special called meeting to determine the path forward.
- The Public Service Agreement is the same as last year. The Director pointed out the Open Meeting Law, Participation in Tennessee Trustee Certification Program, and that the work of material purchases (books etc.) may be delegated but the ultimate responsibility for the collection lies with the director.

**The motion was made by Suzanne Glover and seconded by David Walker to accept the Public Service Agreement as presented.**

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

## **Friends of the Library**

Susan Guthrie reported they were supporting the 1000 Books Before Kindergarten program, selling pecans, and discussing plans to expand the children's garden. She stated they are also discussing how to handle the large donation from the Stokes Brown Foundation and how to best utilize the \$1.6 million gift.

## **REPORT OF POLICY COMMITTEES**

### ***Discuss and possibly take action on Library Board By-Laws Policy***

Michelle Adcock stated a few changes had been made. One seat on the Library Board has been designated as a rotating appointment. Previously the funding body that appoints that seat alternated when someone resigned. Now that we have term limits, alternating every six years between the City and the County will be more efficient and less confusing. Wording has been added clarify this rotation.

**The motion was made by Suzanne Glover and seconded by Laurel Burr to approve the Library Board By-Laws as presented.**

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

### ***Discuss and possibly take action on Notary Policy***

Michelle Adcock stated this policy has not been changed, but it was in the rotation to be reviewed.

**The motion was made by Martin Morgan and seconded by David Walker to approve the Notary policy as presented.**

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

## **NEW BUSINESS**

### ***Discuss and possibly take action on Health Insurance Rate Increase***

Michelle Adcock stated this was informational only and did not need a vote. The Employee Health Insurance Premium will increase 7.7%. The Library pays 75% of the premium, but the increase will have a minimal effect on the budget.

***Discuss and possibly take action on Budget Reallocation/Amendment***

Michelle Adcock presented a table on funds to be reallocated to make the current budget balance. \$41,000 will need to be taken from fund balance to balance the budget.

**The motion was made by Martin Morgan and seconded by David Walker to reallocate the funds as presented to balance the 2024-2025 budget.**

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

***Discuss and possibly take action on Surplus Property***

Michelle Adcock stated that we had approximately 115 folding chairs with a rack that need to be donated or destroyed.

**The motion was made by David Walker and seconded by Martin Morgan to donate the chairs.**

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

***Discuss and possibly take action on discount coupons for students for 3D printing.***

Michelle Adcock stated the library would like to offer a \$3 coupon for students to be able to apply to 3D printing. Staff will be attending the Innovation Academy Open House and would like for the first 100 students who stop at the Library table to receive the a coupon,

**The motion was made by Laurel Burr and was seconded by Suzanne Glover to create 100 \$3 coupons for 3D printing to be distributed to Innovation Academy students at open house.**

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

Adjournment was by consensus.

**Next Board Meeting September 12, 2025, 8:30 am**