

STOKES BROWN PUBLIC LIBRARY BOARD MINUTES

July 12, 2024

IN ATTENDANCE

Board Members present: Paul Nutting, Harold Barbee, Renee Wray-Davis, Lisa Arnold, and Sharon Hargraves

Others present: Cecile Maynor (Regional Library Director), Michelle Adcock (SBPL Director), Jana Hatcher (SBPL Administrative Assistant), Steve Pierson (Pierson, CPA), Susan Guthrie (Friends of the Stokes Brown Library), Jennie Waddington (Friends of the Stokes Brown Library), and Lee Marie Astier (Guest)

The meeting was called to order by Paul Nutting. A quorum was present according to the By-laws.

PUBLIC COMMENT PERIOD

APPROVAL OF BOARD MINUTES (May 10, 2024)

The motion was made by Sharon Hargraves and seconded by Renee Wray-Davis to approve the Minutes for May 10, 2024.

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

REPORT OF THE TREASURER

Changes to the 23-24 Budget re: reallocation and additional income and expenses

Michelle Adcock stated in order to balance the budget for the year, money needs to be added to the budget to offset the income and expenditures related to grant funds:

- \$51,500 added to income line item "E-Rate Reimbursement" and \$32,000 added to line item "Other Income – Other", this will be offset by \$83,500 added to expense side line item "Equipment & Capital Expenditures. The original budgeted income and expenses were \$997,100 revised are \$1,080,600.
- Additional items were moved from one account to another to balance the budget for the fiscal year and are outlined in the packet.

The motion was made by Harold Barbee and seconded by Sharon Hargraves to approve the reallocation and additional income and expenses.

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

Financial Statements May and June 2024 and End of Fiscal Year 2023-24

Steve Pierson provided Financial Statements for May 31, 2024 and June 30, 2024 to the Board.

- He reported \$12,316.32 surplus in the General Fund. However, these funds will be used to balance the budget for the fiscal year and the final financial statement will reflect the correct totals.

The motion was made by Sharon Hargraves and seconded by Renee Wray-Davis to approve the financials as presented.

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:

- Support Rankings for Tennessee Libraries by county have been released.
- MOE for the 2024-25 has been sent out in the next few weeks, but you should have a copy in your packet.
- Funding letters will be sent out in the next couple weeks
- Official Service population (for signature)-The service area population for Stokes Brown Public Library is 61,421.
- New Trustee Orientation and New Board Chair Orientation will need to be completed by Paul Nutting and Lisa Arnold
- July 23, 2024-Director Check in
- August 7, 2024-Teen Librarian Summit at Tennessee State Library and Archives
- August 12, 2024-Board Chair Roundtable

REPORT OF DIRECTOR

Strategic Plan Update

Michelle Adcock presented the updated Strategic Plan. She highlighted the new objectives; a possible book vending machine in rural areas and joining the 1,000 Books before Kindergarten initiative.

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

- The top four attendance events for the month of June for Summer Reading Program:
Reptile Girl-350
Tie Dying-200
Country Music Hall of Fame-159
Nashville Ballet-129

- The Library offers Bingo each month with a community partner who presents the services their organization provides or ways to volunteer with their organization. The guest for June was Jordan Osborne with the Robertson County Chamber of Commerce. Prizes for bingo are donated each month by the Family Resource Center.
- Summer Reading Logs-patrons turn in logs each week. They receive a ticket to enter into drawings for prizes. Participants are eligible for over \$1,000 worth of prizes donated by our Friends of the Library and local businesses. Children also receive a food coupon donated by local restaurants. The total value of the donated coupons is more than \$12,000 for this year's program.
- The library is the site of the second communication board donated by Shine Pediatric Therapy. They hosted a ribbon cutting for the board along with the Robertson County Chamber of Commerce.
- Will has joined the team as full-time Circulation Supervisor. Ben has joined the staff as a part-time translator.
- Our staff has completed a total of 432 training hours this year. This includes all full time staff and part time staff. In addition, the entire staff has completed Title VI training as required each year for federal funding.
- Circulation numbers continue to trend upward, with programs and activities down slightly but with higher attendance as compared to last year.

Progress of proposed budget for FY 24-25

Currently, the county has not approved any increase requests for the upcoming year. Since the county is not offering any additional money, the city will not either. The library has cut three clerk positions and is looking at other avenues to help with the budget. The county commissioners will meet on August 19, 2024, for budget approval.

Old Business

None

New Business

Surplus Property

Michelle Adcock presented a list of 55 electronics that need to move to surplus for proper disposal.

The motion was made by Harold Barbee and seconded by Renee Wray-Davis to approve 55 electronics to be moved to surplus for proper disposal.

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

Educator Card Policies

Michelle Adcock stated the Educator Card policies have been updated to reflect current practices. An amendment to the first eligibility requirement has been suggested and should be changed to: Educator Cards

are free to teachers in schools located in Robertson County once the school system or umbrella organization has successfully made arrangements for the administration of the program with the library.

The motion was made by Sharon Hargraves and seconded by Renee Wray-Davis to approve the new Educator Card Policies as presented with the new amendment.

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

Update to Library Accounts

Michelle Adcock stated the Library Accounts to remove Paul Nutting as signatory on the bank account and add Harold Barbee as signatory.

The motion was made by Sharon Hargraves and seconded by Renee Wray-Davis to remove Paul Nutting as signatory from the bank account and add Harold Barbee as signatory.

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

Library Director Evaluation

Michelle Adcock stated forms for the Library Director Evaluation were attached and could be used for the director evaluation. Paul Nutting stated there was consistency in these forms and will serve as the final evaluation for the year for Director. All evaluations should be submitted to the front desk in a sealed envelope no later than July 31, 2024.

Adjournment

Adjournment was by consensus.

Possible called Board Meeting on August 23, 2024, 8:30 to pass the budget.

Next Board Meeting September 13, 2024, 8:30