

# MINUTES

## Stokes Brown Public Library Board Minutes

*Date* July 10th, 2020 | *Meeting called to order by* Corinne Balthrop

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### In Attendance

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Present: Board Members- Corinne Balthrop, Paul Nutting, Sharon Hargraves, Bill Moore (via zoom), and Skip Barbee.

Others: Cecilie Maynor (via zoom) (Red River Regional Library), Michelle Adcock (SBPL), Pat Bellar (SBPL), and Rose Wooten (SBPL)

Corinne Balthrop called the meeting to order. With five (5) board members present, there is a quorum according to the by-laws.

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### Election of Officers – Determination

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**The motion was made (Paul Nutting) and seconded (Sharon Hargraves) that Corinne Balthrop continue as board chair. The motion carried (votes as follows).**

Hargraves	yes
Moore	yes
Nutting	yes
Barbee	yes

**The motion was made (Paul Nutting) and seconded (Sharon Hargraves) that Tim Harris serve as vice-chair. The motion carried (votes as follows).**

Hargraves	yes
Moore	yes
Nutting	yes
Barbee	yes

**The motion was made (Paul Nutting) and seconded (Bill Moore) that Sharon Hargraves serve as secretary. The motion carried (votes as follows).**

Hargraves	yes
Moore	yes
Nutting	yes
Barbee	yes

The officer elections were postponed briefly while an important paper was retrieved.

The motion was made (Bill Moore) and seconded (Sharon Hargraves) that this board determines that meeting electronically is necessary to protect public health, safety, and welfare in light of coronavirus". The motion carried (votes as follows).

Hargraves    yes  
Moore         yes  
Nutting       yes  
Barbee        yes

Officer elections resumed.

The motion was made (Sharon Hargraves) and seconded (Bill Moore) that Paul Nutting serve as treasurer. The motion carried (votes as follows).

Hargraves    yes  
Moore         yes  
Nutting       yes  
Barbee        yes

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### Approval of Minutes

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The motion was made (Paul Nutting) and seconded (Sharon Hargraves) to accept the minutes of the May 8th meeting as presented. The motion carried (votes as follows).

Hargraves    yes  
Moore         yes  
Nutting       yes  
Barbee        yes

The motion was made (Bill Moore) and seconded (Paul Nutting) to accept the minutes of the June 9<sup>th</sup> e-vote as presented. The motion carried (votes as follows).

Hargraves    yes  
Moore         yes  
Nutting       yes  
Barbee        yes

The motion was made (Paul Nutting) and seconded (Sharon Hargraves) to accept the minutes of the special called meeting that took place on June 19<sup>th</sup> as presented. The motion carried (votes as follows)

Hargraves    yes  
Moore         yes  
Nutting       yes  
Barbee        yes

The motion was made (Paul Nutting) and seconded (Sharon Hargraves) to accept the minutes of the June 24<sup>th</sup> e-vote as presented. The motion carried (votes as follows)

Hargraves    yes  
Moore         yes  
Nutting       yes  
Barbee        yes

The motion was made (Paul Nutting) and seconded (Sharon Hargraves) to accept the minutes of the e-vote of June 24<sup>th</sup>-25<sup>th</sup>. The motion carried (votes as follows)

Hargraves    yes  
Moore         yes  
Nutting       yes  
Barbee        yes

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### Treasurer Report

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The Financial Statements dated May 31<sup>th</sup>- June 30<sup>th</sup> were presented. Steve Pierson was not able to make it to the meeting because of a change in tax deadlines. The financial report remains in draft form since some of the bills and the bank statement did not come in.

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### Regional Director's Report

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Cecilie presented the Regional Director's report.

She thanked the board for following executive order 51 in making sure the electronic meetings are posted and recorded.

MOE forms went out this week.

The first quarter funding letters have gone out as well. Which provides first quarter state funding for materials. The remaining money will be released after acceptance of the MOE.

Our library service area remains at level 5.

Title VI surveys and certification have been sent out. She encouraged discussion around Title VI issues and making sure the board is being intentional in the choices that are made in board members and staffing. Both should reflect the community.

The monthly workbook has changed quite a bit. We will begin counting virtual attendance. Libraries continue to provide services while they are closed.

Summer reading conference will be virtual on October 20<sup>th</sup>.

Mary Ann Jordan is the new regional board chair. Their next board meeting will be via Webex.

The board appointment form will be sent out this week.

Much of the regional training remains online.

Sharon asked about the trustee training. Cecilie confirmed that it can be done online. She will send out a link.

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### Director's Report

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Michelle presented a printed Director's report along with the circulation numbers for May and June.

She announced several events within the staff. Rose Wooten has completed her MLIS degree. The staff had a recognition of her accomplishment. We also had a wedding shower for Jonathan Fann. On a sadder note, we lost a frequent young patron named Antonio Luna. He will be missed by many on the staff.

During the month of May the library was able to begin reopening to the public. We have not reopened to our full hours as of yet. We are comparable to or slightly ahead of most other libraries in our region. Every library and community is different, but we are not out of line with others.

June Began summer reading. It had to be made over very quickly this year since we are normally a very program intense library. We were able to supply the public with reading logs through the READSqured app, in person pick up, and through the mail. Magician Cody Clark did a Zoom program for our teens.

Several of our children's staff are also hard at work making "programs to go" by putting program materials in a bag so that patrons can do their own program at home.

Our circulation numbers are starting to rebound but remain low compared to a year ago due to the pandemic.

We are looking forward to increasing our hours. We are also looking forward to the arrival of an exhibit on women's suffrage.

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## Old Business

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Pat Bellar looked into several options for the audit. She contacted auditors from a list supplied by the comptroller's office. We received two proposals. According to Michelle's discussions with Steve Pierson the process of changing will be complicated. This will be compounded by the surplus & the pandemic. He suggested going with Blankenship again. The last audit was \$12,500. We have used them for 4 or 5 years. Changing is not required. Debate was offered both for and against changing. Michelle will see if Blankenship is staying at or near the same price. An e-vote can be taken if needed.

The TCRS unfunded liability was brought forward for discussion again. The possibility of seeing how much money could be freed up in the budget by paying the unfunded liability down was discussed. The money could then be used for raises or other library expenses since the monthly TCRS payment would be lower. This year's excess that will roll into the fund balance could be used to pay down a substantial portion of the unfunded liability. Michelle will ask James Armistead to run the numbers to see what the impact would be with several different amounts paid in a lump sum.

Paul Nutting presented suggested changes to the tuition reimbursement program. There are suggestions to make the program feasible with the budget. Most of the policies will remain the same under these suggestions. The suggested changes include paying 50% of one class per semester. It also includes that the available funding may vary from year to year. It also includes a provision that available funding for the tuition reimbursement program may vary from year to year. Another suggestion is that every reasonable effort will be made to rotate recipients while factoring in the needs of the library. These suggestions also remove the grade levels as a factor. C or better/ pass is all reimbursed at the same rate. Difficult financial years may mean that the library is not able to reimburse tuition. In this format the employee will have to let the library know of their intention at the beginning of the financial year so that the tuition costs can be budgeted. This will also make things more clear where money is going when submitting budgets to the city and county. Discussion was held on the fact that a course could vary between 1-9 hours and how to fund that fairly. These suggestions will be discussed further at the next meeting.

The motion that was tabled at the special meeting regarding salaries was not taken from the table since the information from TCRS will be needed to make a decision.

Michelle presented a graph based on the salary survey information supplied by the region and the pay of some of the positions here as a point of information.

Due to the importance of these issues they will be taken up again when more board members are present.

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### New Business

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**The motion was made (Sharon Hargraves) and seconded (Paul Nuttting) that: “The Stokes Brown Library Board of Directors affirms the mayor’s proclamation related to our safety procedures.” The motion carried (votes as follows).**

Hargraves	yes
Moore	yes
Nutting	yes
Barbee	yes

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### Adjournment

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**The motion was made (Bill Moore) and seconded (Sharon Hargraves) that the meeting adjourn. The motion carried (votes as follows)**

Hargraves	yes
Moore	yes
Nutting	yes
Barbee	yes

**E-mail vote – 7/31/20 to 8/1/20**

The motion was made (Paul Nutting) and seconded (Sharon Hargraves) that: “For the health and safety of the citizens of Robertson County the library director has the discretion to require masks for patrons within Stokes Brown Public Library. This will apply to those aged 12 and older who do not have an underlying condition that may make the wearing of a mask a danger to their health. Those who do not comply when notified of the rule will be refused service and asked to leave for the day. Failure to leave will be considered a violation of class 2 offense #4 as outlined in the patron conduct guidelines.”

**The motion carried 7-0**

**Votes:**

<b>Sharon Hargraves</b>	<b>yes</b>	<b>7/31/20 10:48 a.m.</b>
<b>Paul Nutting</b>	<b>yes</b>	<b>7/31/20 10:59 a.m.</b>
<b>Bill Moore</b>	<b>yes</b>	<b>7/31/20 11:58 a.m.</b>
<b>Tim Harris</b>	<b>yes</b>	<b>7/31/20 12:05 p.m.</b>
<b>Chris Causey</b>	<b>yes</b>	<b>7/31/20 12:19 p.m.</b>
<b>MargaretAnn Williams</b>	<b>yes</b>	<b>7/31/20 12:32 p.m.</b>
<b>Corinne Balthrop</b>	<b>yes</b>	<b>8/01/20 1:37 p.m.</b>

## **E-mail vote – 8/20/20**

The motion was made (Tim Harris) and seconded (Bill Moore) to: “Make the following changes to the 19-20 budget:

Move \$400 from Advertising to Books Purchased-Other

Move \$390 from Audio Visual Materials to Books Purchased-Other

Move \$1,000 from Postage to Maintenance & Repair

Move \$1,180 from Program Fees to Maintenance and Repair

Move \$280 from Software and Licensing to Supplies-Other

Move \$500 from Staff Development-Dues to Supplies-Other

Move \$700 from Utilities-Other to Supplies-Other

**The motion carried 7-0**

### **Votes:**

**Tim Harris**                    yes    8/20/20 11:41 p.m.

**Bill Moore**                    yes    8/20/20 12:21 p.m.

**Sharon Hargraves**            yes    8/20/20 12:29 p.m.

**MargaretAnn Williams**    yes    8/20/20 12:38 p.m.

**Chris Causey**                yes    8/20/20 1:00 p.m.

**Paul Nutting**                yes    8/20/20 3:56 p.m.

**Corinne Balthrop**            yes    8/20/20 4:44 p.m.