

STOKES BROWN PUBLIC LIBRARY BOARD MINUTES

July 14, 2023

IN ATTENDANCE:

Board Members present: Harold Barbee, Suzanne Glover, Sharon Hargraves, Tim Harris, Martin Morgan, Paul Nutting, Jim Stelluto and Rene Wray-Davis

Others present: Cecilie Maynor (Regional Director), Caitlyn Haley (Assistant Regional Director), Steve Pierson, CPA, Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director), Lynn Slabaugh (SBPL Administrative Assistant), Susan Guthrie (Friends of the Gorham-MacBane Public Library), Jennie Waddington (Guest) and Lee Marie Astier (Guest)

CALL TO ORDER by Tim Harris. A quorum was present according to the By-laws.

PUBLIC COMMENT PERIOD

No one pre-registered for the public comment period.

APPROVAL OF MINUTES

A motion was made by Sharon Hargraves and seconded by Jim Stelluto to approve the Minutes for May 12, 2023.

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

REPORT OF THE TREASURER

The Report of the Treasurer was given by Steve Pierson, CPA. Mr. Pierson stated that revisions may be made to the financials presented after today's discussion. A request of \$9,200.00 to the Foundation is now in and by adding this, we will go from a deficit to a surplus. Sharon Hargraves asked if the new property assessments will affect the financials. Mr. Pierson stated that in calculating this figure, he uses historical cost.

REPORT OF THE REGIONAL LIBRARIAN

The Report of the Regional Librarian was given by Cecilie Maynor. She presented Jim Stelluto with a certificate for completion of the Trustee's Certification Program. She stated that Suzanne Glover has also completed the certification and Martin Morgan is in the process of completing his. Cecilie further stated that completion of the Trustee's Certification Program is helpful for Michelle in applying for the tech grant.

Cecile Maynor provided a handout which included many available resources, state documents and agreements and training opportunities for the library staff and trustees. Upcoming training includes Seal-Solar Eclipse Activities for Libraries to prepare them for the two solar eclipses in the fall and spring, including programs, activities and resources. She provided a link to register for the SEAL workshop in August. This is a free training and will be held at three different locations on three dates in August. Other upcoming training is the Level V Summit, November 14-15, 2023 in Knoxville for Level V directors. The Tennessee Trustee Workshop at Brentwood Public Library is on September 12, 2023. All trustees are invited.

Cecilie provided a handout titled Support Rankings for Tennessee Libraries by County and discussed the role that population plays in library rankings. She also said that the Library Service Agreement is coming out but is not yet finished. The only change this year is the Collection Development and Request for Reconsideration, and stated that we need to be sure we have these policies in place.

Caitlyn Haley, Assistant Regional Director, presented a graphic regarding staff training at our library. She stated that Michelle Adcock and staff met all requirements for training. Staff completed a total of 626.5 hours of training this year. All 29 staff members completed the Core Competencies training, earning 10 CLE hours. Training included subjects such as Statistics and Data Collection, De-escalation Tactics, Conflict Management, Youth Services, Weeding and Repairing Library Materials, Safety and Security in the Library, Library of Things and Nontraditional Lending, Community Engagement, Speaking with Public Officials and Collection Development.

Tim Harris asked if the library is required to be open a certain number of hours. Cecilie Maynor said that it is whatever is in the MOE (Maintenance of Effort) for this library.

REPORT OF DIRECTOR

The Report of the Director was given by Michelle Adcock. Michelle reported that we are happy to see that the programming numbers are staying steady throughout the year. Michelle provided a handout of ongoing and upcoming events. We have had many popular summer reading programs. We have partnered with many community organizations for great programs,

including but not limited to Centerstone, Robertson County Sheriff's Department, YMCA, The Nashville Ballet, NPT, the Children's Clinic and the Springfield Parks Department. A field trip is scheduled to the Springfield Airport on August 15, and to Shade Tree Apple Orchard September 12. Michelle stated that the field trips are very popular.

Our new Technology Instructor, Jill, will be adding one-on-one device advice sessions in early August. Members of the public will be able to schedule appointments to get help troubleshooting their devices or completing basic computer tasks. Beginning this fall, Morgan will add an after school program focusing on the learning needs of 2nd and 3rd graders and their families.

Michelle discussed that many civic organizations partnered with the schools to provide a literacy bus. We are happy that Rose will be riding the bus and doing storytimes in the community. Mr. Donnie King and his crew will have food and donated books.

Harold Barbee asked if we had any programs for special needs students. Michelle explained that we do not currently have anything specifically for special needs patrons, however, the adult bingo program is very popular with the HATS group. We do have some items for use, such as headphones, fidget toys and weighted blankets. She further said that we can look into special needs programs. Cecilie Maynor stated that on the state level, Hendersonville Public Library has a sensory room built specifically for those with special needs and on the autism spectrum, including low lights, furniture, blankets, fidget toys, etc.

OLD BUSINESS

STRATEGIC PLAN UPDATE

Michaela Willbanks provided and explained the Strategic Planning - Goals Update handout, setting forth progress on existing goals as well as new objectives to be added to the Strategic Plan.

A motion was made by Paul Nutting and seconded by Harold Barbee to add the new objectives to the Strategic Plan as presented.

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

REQUEST FOR RECONSIDERATION & COLLECTION DEVELOPMENT POLICY

Michelle Adcock discussed some changes to the Collection Development Policy, including paragraph 2 of the section titled, "Selection Responsibilities". She also explained that the Request for Reconsideration of Library Materials or Programming has been revised to be more user friendly.

A motion was made by Sharon Hargraves and seconded by Martin Morgan to approve the Stokes Brown Public Library Collection Development Policy and the Request for Reconsideration of Library Materials or Programming as presented.

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

PROPOSED BOARD BY-LAW CHANGES TO PUBLIC COMMENT SECTION

Michelle Adcock explained the Public Comment section of the By-laws. It was discussed that pre-registration was preferred but not required. If time allows, one who has not pre-registered may still be allowed time. When pre-registering, the topic on which a person wishes to comment is not required to be stated, however, comments should tie back to an item on the agenda.

If a member of the public wishes to pre-register for public comment on an agenda item, they may contact director@gorhampl.org.

A motion was made by Paul Nutting and seconded by Martin Morgan to adopt the proposed revisions to the Public Comment section of the By-laws as presented.

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

TUITION REIMBURSEMENT REQUEST FOR MORGAN RIEKEMAN

Michelle Adcock stated that Morgan Riekeman has completed and passed her course and is requesting reimbursement in the amount of \$1,101.00.

A motion was made by Sharon Hargraves and seconded by Jim Stelluto to approve tuition reimbursement for Morgan Riekeman in the amount of \$1,101.00.

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

EMPLOYEE HANDBOOK REVISION RE: HEALTH CLINIC FOR 16+ HOURS/WEEK

Tim Harris discussed the Health Clinic program and said it is a very good program. Michelle Adcock provided a handout setting forth a proposed revision to the Employee Handbook, Chapter 5 - Benefits of Employment, adding item C. Employee Health Center.

A motion was made by Martin Morgan and seconded by Suzanne Glover to adopt the revision to the Employee Handbook to include item C. Employee Health Center as presented.

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

SIGNERS FOR BANK PAPERWORK APPENDIX A

A discussion was held regarding attempts to contact the IRS to have the library name changed with the IRS, stating that progress has been slow. Paul Nutting asked if Michelle had spoken with our congressman. She said no but that was a great idea.

Michelle further discussed that Michaela Willbanks should be added to Appendix A of US Bank's Service Agreement, and Jessica Kozlowski and Heather Schnepf should be added to Appendix A pending a background check, along with Barbara Adcock and Paul Nutting as already approved. Lynn Slabaugh is resigning and should be removed from the account.

A motion was made by Paul Nutting and seconded by Sharon Hargraves to add Michaela Willbanks to Appendix A of US Bank's Service Agreement, Jessica Kozlowski and Heather Schnepf be added to Appendix A, pending a background check, along with Barbara Adcock and Paul Nutting as already approved, and to remove Lynn Slabaugh from the account.

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

NEW BUSINESS

BUDGET REALLOCATION

A budget reallocation handout was presented and discussed.

A motion was made by Paul Nutting and seconded by Suzanne Glover to make the reallocation to the budget as presented.

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

NOTARY POLICY RE: WEDDINGS

Michelle Adcock stated that notaries can now perform marriages. The Notary Service Guidelines Policy was presented with proposed revisions to remove the requirement for CASH ONLY, and to add MARRIAGES to services NOT available.

A motion was made by Sharon Hargraves and seconded by Suzanne Glover to approve the revisions to the Notary Service Guidelines Policy as presented.

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

UNATTENDED ADULT/USE OF YOUTH AREAS POLICY

Michelle Adcock discussed that they are changing the ages of those allowed in the teen room so that all middle school or high school aged children can go there. This will free up the afternoons for Morgan Riekeman to have programs that focus on the learning needs of 2nd and 3rd graders. She presented the proposed revised Unattended Adult Policy to reflect the change in ages allowed in the teen room, and change wording regarding exemptions to the policy for programming.

A motion was made by Martin Morgan and seconded by Harold Barbee to approve the revised Unattended Adult Policy as presented.

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

MUSEUM PASSES & KITS RE: SETTING FINES

Michelle Adcock discussed that we currently have passes with the Robertson County History Museum for patrons to use at no cost. Rose is working on obtaining passes from various other museums and locations. She further discussed the various kits and backpacks that we have available for patron checkout and that we want to set fines for these items, as well as the museum passes, to be the same as books, being a two week check out period, ten cents per day late fee, and replacement cost if lost or damaged.

A motion was made by Martin Morgan and seconded by Renee Wray-Davis to set fines for museum passes, kits and backpacks to be the same as books, being a two week check out period, ten cents per day late fee, and replacement cost if lost or damaged.

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

MOU WITH FRIENDS OF THE LIBRARY RE: GARDEN MAINTENANCE

Michelle Adcock provided and explained the Memorandum of Understanding Between the Stokes Brown Public Library and The Friends of the Gorham MacBane Public Library (MOU) regarding the renovation of the garden area. The project will cost in the neighborhood of \$30,000.00 to \$40,000.00 and has been generously gifted to the library from The Friends of the Gorham MacBane Public Library. The library will pay for the maintenance of the garden.

A motion was made by Paul Nutting and seconded by Sharon Hargraves to approve the Memorandum of Understanding Between the Stokes Brown Public Library and The Friends of the Gorham MacBane Public Library as presented.

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

BUDGET UPDATE: IMPACT OF TCRS RATE

Michelle Adcock discussed the impact of the TCRS rate increase. She stated her current plan is to take \$100.00 from advertising. She further stated that our health insurance rates will dip slightly. We have cut out the two summer help positions and the open translator position by two hours per week.

DIRECTOR EVALUATION RECAP

Tim Harris stated that he met with Michelle Adcock regarding her Director Evaluation and she scored 196 out of 200. He said that she is doing an outstanding job.

ADJOURNMENT

Adjournment was by consensus. No vote is required.

NEXT BOARD MEETING - SEPTEMBER 8, 2023 AT 8:30 A.M.