

# STOKES BROWN PUBLIC LIBRARY BOARD MINUTES

January 17, 2025

## IN ATTENDANCE

Board Members present: Paul Nutting, Sharon Hargraves, Renée Wray-Davis, Norma Dutton, Martin Morgan, Suzanne Glover, and Lisa Arnold

Others present: Cecilie Maynor (Regional Library Director), Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director) Jana Hatcher (SBPL Administrative Assistant), and Lee Marie Astier (FoL)

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

## PUBLIC COMMENT PERIOD

There were no requests by the public to address the Board.

## APPROVAL OF BOARD MINUTES November 8, 2024

**The motion was made by Lisa Arnold to approve the November 8, 2024 minutes and seconded by Sharon Hargraves.**

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

## REPORT OF THE TREASURER

Paul Nutting highlighted the following: At the end of the 2024 year, the checking account balance was \$497,841.84 and the Fund Balance was \$278,655.38, Net Income was \$141,600.11 for a total equity balance of \$420,255.49.

**The motion was made by Sharon Hargraves and seconded by Lisa Arnold to approve the financial statements 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:

- Budget Review-it is time to start preparing for next year's budget. Cecilie advised the vetting of the numbers presented by the budget committee should be done before being presented to the city and county mayors.
- Avaza Language/Translation Service-One of the components of Title VI is to have access to language interpretation/assistance services. This service must be used for official library use and not intended to be shared with patrons for their own personal use.
- Training for Staff-all library staff complete their Continuing Education hours by June 30, 2025.
- Funding-Technology Grant of \$2,319 was used to purchase 3 desktops, 1 barcode scanner
- Funding-The library has received \$12,921.40 State Funds and \$3822.20 Federal Funds. Currently, a balance of \$2,853.75 left to spend before April 15<sup>th</sup>.
- Upcoming Training  
2/4/25 - Leadership & Resilience (Online)  
2/11/25 – How can I help you? Providing Exemplary Customer Service @ Red River Regional Library  
3/11/25 – Conflict Resolution in the Workplace @ Red River Regional Library
- A table of the Board Members was presented that reflected the current term in which they are serving, term start date, and trustee certification:

Library Board Member	Current Term	Term Start Date	Term End Date	Trustee Certification
Martin Morgan	1	Fulfilled: 8/15/22 First Term: 7/1/24	06/30/27	
Suzanne Glover	2	7/1/22	06/30/27	06/19/23
Harold Barbee Treasurer	2	First Term: 7/1/20 Second Term: 7/1/2023	06/30/26	01/31/23
Lisa Arnold	1	7/1/24	06/30/27	
Sharon Hargraves Vice-Chair	2	Fulfilled: 5/24/19 First Term: 07/1/19 Second Term: 7/1/22	6/7/25	6/7/21
Jim Stelluto	1	7/1/22	6/30/25	11/28/22
Norma Dutton	1	7/1/22	06/30/25	03/8/23
Paul Nutting Chair	2	7/1/22	06/30/26	
Renee Wray-Davis	1	Fulfilled: 7/1/21	6/30/26	6/24/22

## **REPORT OF DIRECTOR**

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

- We continue to offer 4 local databases in addition to the databases offered through TEL
- Circulation numbers were down slightly from 2023 while the door count was slightly higher
- We held our annual turkey disguising contest for all ages. The public voted for their favorites and the Friends of the Library donated prizes to the winners
- 1,000 Books before Kindergarten Initiative-we have had three children complete this initiative since September
- We hosted a blood drive with Blood Assurance
- Duke the therapy dog was back in December with the Reading Paws program
- In the month of November, the library offered an average of 2 programs per day during the month with an average attendance of 20 people per program. We partnered with 6 outside agencies this month to bring the programs to the public
- In January, by patron request, we will be adding a board game program for all ages
- The Pinewood Derby will be held on 1/23/25
- We had a staff training day on 12/3/24 which focused on team work
- Michelle attended the Level 5 Director's Summit on 11/12 – 11/13/24
- Michaela attended a training at the Stone's River Regional Library, with the topic was "Telling Your Library's Story"
- Michaela and Jessica Attended "Finding your Voice and Confidence as a Leader" at the Red River Regional Library

### **Presentation of draft patron satisfaction surveys**

Michelle Adcock presented a draft of the Patron Satisfaction Surveys. She stated they would go live in the next week.

### **Friends of the Library**

Lee Marie Astier stated the luncheon went well and was a positive meeting.

### **Old Business**

There was no old business to discuss.

## **New Business**

### ***Discuss and possibly take action on OPEB-Pre-65 retiree health insurance***

Michelle Adcock stated she had not received the up to date information from the state to address this matter at this time.

### ***Discuss and possibly take action on Mission, Vision, and Goals***

Michelle Adcock presented the Mission, Vision, and Goals with suggested changes highlighted in red.

**The motion was made by Lisa Arnold to accept the changes as presented to the Mission, Vision, and Goals as presented. The motion was seconded by Renee Wray-Davis.**

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

### ***Discuss and possibly take action on Draughon Foundation Grant***

Michelle Adcock stated we had received a \$7,000 grant for the following:

3D Printer	Est. \$2,737.26
Project Management Software (1 year)	Est. \$3,588.00
Photo & Video Editing Software (x 4 computers)	Est. \$666.16
Grant Total	\$7,000

**The motion was made by Sharon Hargraves to accept the Draughon Foundation grant and expend the funds as presented. The motion was seconded by Suzanne Glover.**

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

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

Michelle Adcock presented a list of property that has been replaced or has stopped working. The property will be recycled by S<sup>3</sup>, which is a local company.

**The motion was made by Martin Morgan to surplus the property as presented. The motion was seconded by Renee Wray-Davis.**

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

## **ADJOURNMENT**

Adjournment was by consensus.

**Next Board Meeting March 14, 2025, 8:30**