

STOKES BROWN PUBLIC LIBRARY BOARD MINUTES

November 8, 2024

IN ATTENDANCE

Board Members present: Paul Nutting, Harold Barbee, Sharon Hargraves, Norma Dutton, Jim Stelluto, Martin Morgan and Lisa Arnold

Others present: Cecile Maynor (Regional Library Director), Caitlyn Haley (Regional Library Assistant Director), Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director) Jana Hatcher (SBPL Administrative Assistant), Steve Pierson (Pierson, CPA), Bob Adams (Blankenship CPA), Susan Guthrie (Vice-President, Friends of the Library), Cindy Sneed (Stokes Brown Public Library Foundation) and Lee Marie Astier (Friends of the Library)

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.

SPECIAL REPORT BLAKENSHIP CPA

Bob Adams presented a summary of the audit of the 2023-24 fiscal year. He stated there were no findings in the audit. Additionally, he stated since the library has over a three month surplus in operating expenses for emergencies, the library is in a great financial position. He did suggest a money market account or certificate of deposit on cash balances to earn interest income. He also suggested a cyber-security review every two years to keep up with cyber risks and to remain vigilant with maintain the fire wall at all times. The final copies of the audit will be submitted to the TN Comptroller of the Treasury by December 31, 2024.

Paul Nutting thanked Bob Adams for the report and stated Michelle Adcock and her staff were doing a great job of overseeing the budget.

APPROVAL OF BOARD MINUTES SEPTEMBER 13, 2024

The motion was made by Sharon Hargraves to approve the September 13, 2024 minutes and seconded by Lisa Arnold.

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

REPORT OF THE TREASURER

Steve Pierson presented the financial reports for September and October 2024. At the end of August the Total for Checking and Savings as \$423,332.26. The amount was greater than usual since the library had received two payments from the county and one from the city. Once again, as the year progresses the balance sheet for the line items will even out.

The motion was made by Martin Morgan 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:

- 2024 Standards Report for the Stokes Brown Public Library
A suggestion of a few areas to look at including the Inclement Weather Policy, Technology Plan, Emergency Plan, Emergency Plan to open during a disaster and Trustee Certification Program (needs to be at 100%)
- State and federal funds have been release to the library (for a total of \$16,743.60)
- The Public Library Survey was submitted on time
- Youth Services Roundtable: November 12th (hybrid)
- Finding your voice and confidence as a leader: December 10th (in person)
- Level V Summit will be November 19th and 20th at TSLA
- MentorLIB provides a directory of mentors for library professionals and paraprofessionals in New Jersey and Tennessee who have volunteered to share their experience and knowledge with any library colleague who could benefit from professional advice and guidance
- Review of Board Chair Roundtable
Digitization Project: Historical Groups and Non Profits can digitize their documents for free in a designated regional office
- Regional Office Closure dates:
November 11 for Veterans' Day
November 28th and 29th Thanksgiving
November 16th afternoon and until 2 on 12/17 for staff development meetings
December 24th and 25th for Christmas
December 21 and January 1, 2025 for New Year's

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
- The children took their annual field trip to Shade Tree Orchard
- We hosted a first ever field trip for adults to Maker's Table for a tour of their welding and metalworking facility
- We have also joined the 1,000 Books before Kindergarten Initiative. Our Friends of the Library are sponsoring the costs associated with the prizes and recognition for this program.
- The door count for was up by 1,000 people from October 2023. The physical circulation was also up by more than 400 items for the same time period.
- The library has also added a new bi-lingual story time to our weekly offerings
- The library has added a new monthly program for card games such as Magic the Gathering, Yu-Gi-Oh!, and Pokemon. New partners with local businesses were built by staff to make this even possible for our community.
- We hosted our annual Trick-or-Treat event with around 340 children. We had at least 35 volunteers to hand out candy and prizes. In addition to our local non-profits we were very pleased to have several county commissioners join us this year. On the 31st we were a stop for Trick or Treat on the square.
- The field trip for this month was to visit our wonderful partners at the Robertson County History Museum.
- Santa will be visiting us on December 5th and 7th. The Friends of the Library will be having a Scholastic book sale during that week.
- The next field trip will be on November 6th to South Central Growers. Patrons of all ages will head out to see the poinsettias before they are shipped out.
- November 12th we will be taking a walking field trip to Willow Oak to disguising their turkeys for our annual contest. The public will vote for the best disguised turkey in each age bracket and the winners will receive a prize.
- Several Staff members attended a training with Ryan Dowd.

Strategic Plan Update

Michaela Willbanks stated not much had changed with the Strategic Plan since our Family Literacy role has been vacant

Friends of the Library

Susan Guthrie, Vice-President of the Friends of the Library, stated the Friends have t-shirts for sale with Friends of the Library on them if anyone is interested. They are also working on t-shirts featuring Dewey. The bags for the 1,000 books before kindergarten are being made by a local company, as well as the t-shirts featuring Dewey. The next Friends of the Library meeting will be January 2nd will be a party with lunch served at 12:00 noon.

Stokes Brown Public Library Foundation

Cindy Sneed presented a synopsis of the purpose of the foundation and how it supports the Library. The foundation was founded in 2017 to hold funds from library expansion and future pledges. Since 2017 the foundation has expended \$199,750.00 to library for such items as the RFID system, replacement of carpet in the Community Room, and automatic doors throughout the library to name a few.

Old Business

Committees

Paul Nutting stated he wanted everyone to be on one committee. The committees are as follows:

Budget	Policy	Nominating	Personnel
Nutting	Nutting	Nutting	Nutting
Barbee	Wray-Davis	Morgan	Glover
Dutton	Hargraves	Hargraves	Arnold
	Stelluto		

New Business

Discuss and possibly take action on CIPA Policy

Michelle Adcock presented the CIPA policy with the following recommended changes:

Users 18 years of age and older may request **unfiltered internet access** for that a staff member disable the filtering software for **research purposes**. **Those needing access to specific blocked sites may request a review of the site be conducted by the library director or technology supervisor. At the libraries discretion, unfiltered access may be provided with a laptop and a hotspot due to the Library's firewall settings.** ~~Disabling or otherwise modifying any technology protection measures shall be done at the discretion of the library director or designated representative(s) and~~ **Such access** must be arranged with the library director or technology supervisor in advance. Under no circumstances will filtering software be **modified disabled or hotspots supplied for users 17 and under.**

The motion was made by Lisa Arnold and seconded by Suzanne Glover to approve the updated policy as presented with the corrections.

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

Discuss and possibly take action on Technology Grant

Michelle Adcock stated the library had received a technology grant of \$4,638 and will be used for 3 workstation towers for staff.

The motion was made by Lisa Arnold to continue to accept the technology grant and expend the funds for the 3 workstation towers for staff. The motion was seconded by Jim Stelluto.

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

Discuss and possibly take action on Stokes Brown Foundation Grant

Michelle Adcock stated we had received a \$31,000 grant for furniture for the Story time Room.

The motion was made by Martin Morgan to accept the technology grant and expend the funds for new furniture for the Story time Room. The motion was seconded by Jim Stelluto.

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

Discuss and possibly take action on the Draughon Foundation Grant

Michelle Adcock stated the grant has not been granted and this point and there was no need to action.

Discuss and possibly take action on Library Closure Dates 2025

Michelle Adcock presented the potential Library Closure Dates:

Projected Library Closure Dates 2025

New Year's Day Wednesday, Jan. 1st
Martin Luther King, Jr. Day Monday, Jan. 20th
President's Day Monday, Feb. 17th
Good Friday Friday, April 18th
Easter Sunday, April 20th
Staff Training** April (director's discretion)
Memorial Day Monday, May 26th
Juneteenth Thursday, June 19th
Independence Day Friday, July 4th
Labor Day Monday, Sept. 1st
Veteran's Day Tuesday, Nov. 11th
Thanksgiving Thursday, Nov. 27th
Day after Thanksgiving Friday, Nov. 28th
Staff Training** December
Christmas Eve Wednesday, Dec. 24th
Christmas Day Thursday, Dec. 25th
New Year's Eve** Wednesday, Dec. 31st (close at noon?)
**Vote needed

The motion was made by Lisa Arnold and seconded by Suzanne Glover to approve the library closure dates as presented.

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

Discuss and possibly take action on Holiday Bonuses for staff

Michelle Adcock presented the proposed Holiday Bonus Proposal.

The motion was made by Lisa Arnold and seconded by Jim Stelluto to approve the Holiday Bonuses for staff as a separate check to staff.

Six voted in favor of. One opposed. The motion passed.

ADJOURNMENT

Adjournment was by consensus.

Next Board Meeting January 10, 2025 at 8:30 a.m.