

MINUTES

Stokes Brown Public Library Board Minutes

November 13, 2020

Meeting called to order by Corinne Balthrop

IN ATTENDANCE

Present: Board Members – Corinne Balthrop, Harold Barbee, Sharon Hargraves, Paul Nutting and Chris Causey (via Zoom)

Others: Cecilie Maynor via Zoom (Red River Regional Library), Caitlyn Haley via Zoom (Red River Regional Library), Steve Pierson via Zoom (Pierson CPA), James Armistead via Zoom (TCRS), Michelle Adcock (SBPL), Patricia Bellar (SBPL), Rose Wooten (SBPL), Dwight Ragsdale (SBPL) and Lynn Slabaugh (SBPL)

Corinne Balthrop called the meeting to order. A quorum was present according to the By-Laws.

DETERMINATION

The motion was made by Paul Nutting and seconded by Sharon Hargraves that “this Board determines that meeting electronically is necessary to protect public health, safety and welfare in light of the coronavirus”. The motion carried (votes as follows).

Chris Causey	Yes
Sharon Hargraves	Yes
Paul Nutting	Yes
Harold Barbee	Yes

SPECIAL REPORT

James Armistead of Tennessee Consolidated Retirement System (TCRS), presented a report regarding the impacts of unfunded liability and possible mitigation. Mr. Armistead presented a slide which included an analysis of three possible lump sum payments. (See attached). A discussion was held regarding if the unfunded liability were reduced, SBPL being in a better position to become, for administrative purposes, either a City entity or a County entity. Mr. Armistead requested to be kept in the loop regarding this as there would be a lot of changes legally to be able to put SBPL under either the City or County's TCRS plan. He said he would check with his counsel and let us know what would be expected and needed for a change in plans.

After explanation of the slide by Mr. Armistead and discussion by the Board,

The motion was made by Chris Causey and seconded by Sharon Hargraves to make a \$90,000.00 lump sum payment.

Further discussion was held regarding other options for payment. It was stated that the lump sum payment must come out of our General or Rainy Day fund.

The motion was made by Chris Causey and seconded by Sharon Hargraves to "amend the motion to make a \$45,000.00 lump sum payment now and revisit after the first of year and see where things stand, and possibly make another \$45,000.00 lump sum payment at that time".

Per Michelle, we need to vote on making an amendment to the original motion.

Chris Causey	Yes
Sharon Hargraves	Yes
Paul Nutting	Yes
Harold Barbee	Yes
Motion Carried.	

Per Michelle, we are now voting on the main motion as amended to make a lump sum payment of \$45,000.00 to TCRS.

Chris Causey	Yes
Sharon Hargraves	Yes
Paul Nutting	Yes
Harold Barbee	Yes

Motion Carried.

Per Mr. Armistead, he will issue an invoice through Concord and will email same to Michelle. The Board can log on and see it, and can make payment the same way they pay contributions each month. At the next reporting cycle, the rate would be amended down to the 6.05. If we want to pay above, we can get with Concord and they can set that up. Michelle is to send Mr. Armistead an email saying that the library Board has voted and agrees to pay \$45,000.00 unfunded liability so that he will have it in writing and can start the process.

APPROVAL OF MINUTES

The motion was made by Paul Nutting and seconded by Chris Causey to approve the minutes of the September 11, 2020 meeting as presented. The motion carried (votes as follows).

Chris Causey	Yes
Sharon Hargraves	Yes
Paul Nutting	Yes
Harold Barbee	Yes

REPORT OF TREASURER

FINANCIAL STATEMENTS – Per Steve Pierson, he emailed financials to Michelle yesterday. Michelle did not receive them. He will resend.

Mr. Pierson reported that in the last two months, both City and County did their quarterly funding of \$110,985.00, which increased the checking balance at US Bank to approximately \$469,000.00 as of the end of October. The Unfunded Liability as of the last reporting cycle in June was \$118,000. The previous year was \$90,000.00. It is going up approximately \$28,000.00 per year at the current cycle. By paying a lump sum payment, it will drastically bring that liability down on future financial statements. Over the last two months, from a cash position, we went up about \$110,000.00. YTD on budget, we are about \$89,000.00 over budget but the money is coming in and we know that will level out as we get closer to end of the fiscal year.

The motion was made by Paul Nutting and seconded by Sharon Hargraves to tentatively approve the Treasurer’s report pending the final report being submitted to the Board next month. Motion carried (Votes as follows).

Chris Causey	Yes
Sharon Hargraves	Yes
Paul Nutting	Yes
Harold Barbee	Yes

After the vote, the financials were received by Michelle and distributed to the Board.

REPORT OF REGIONAL LIBRARIAN

Cecilie Maynor presented the Regional Director’s report. The Standards Report is ready. SBPL is a level 5 library, which means you have to meet all the standards. The MOE was submitted on time. We discussed with Michelle the funds that were not expended this year. We need to follow up and make sure the budget is being expended appropriately throughout the year. She suggested that we set up a budget committee and a policy committee. Orientations have been done with Sharon Hargraves and Harold Barbee, and are in the process of setting up same with Margaret Ann Williams. A trustee training is scheduled for September 17, 2021, with tentative location being Hendersonville Public Library. Because the MOE was approved and signed, we were able to release all state and federal funds for materials. The library is already spending it. We would like to see at least one-half spent by December 15. SBPL has spent much and is in a good place. We are having monthly meetings via WebEx where we check in and discuss topics. It has been a success and will continue. It has been discussed having a Director’s manual, which would include various types of detailed information so that a person could step in and be better able to do the Director’s job, if needed.

Caitlyn Haley, Assistant Regional Director gave her report regarding training. We have had to be flexible during the pandemic. There have been some virtual and some hybrid training sessions. We have scheduled on December 8, 2020, a hybrid session on Tech Standards. The session scheduled for February 16, 2021, is on Coding. This will be virtual. Michelle has done a great job prioritizing training for staff.

DIRECTOR'S REPORT

Michelle Adcock presented the Director's report. Our numbers are coming back slowly from the pandemic. We had a physical circulation increase of 650 in September. We had a slight drop off in electronic items, which was not unexpected. We had a Halloween drive through with 600 participants. It was a good, fun family time. We think people had fun and felt safe. There has been a slight change in the way we report to the State. The Halloween numbers are not in the October report, and that is why. We are going to meet with Cecilie regarding the changes in reporting so we get good numbers to the State. M.T.A.S., a group that works with municipal government, is doing a special leadership program. I was accepted into that. It includes HR and very good information.

The Friends of the Library has changed its fee structure.

There is a chance that the consortium that purchases TLC, the software that we use for our circulation, cataloging, really everything, may be breaking up. Here at SBPL, we may have to find a way to pay for that software without the benefit of the consortium price, which may include buying servers, and people to maintain servers to host that software. It may also mean getting something other than LS2, the TLC product we use. If this happens, we will be in a good position to not lose patron data and track books, etc. There may be specially called meetings if there are large purchases required.

Lynn Slabaugh, Administrative Assistant, will take and type the meeting minutes.

We are having staff training on December 1. Caitlyn Haley has agreed to come and discuss reference questions, how to best serve our patrons, and to be able to best determine and assist them with what they are asking for. We are hoping to purchase Ryan Dowd webinars. We will use some of our training budget. He deals a lot with homeless patrons and patrons of poverty. We will do some at training on December 1 as a group, and will retain access to this for a year for other training. We will advertise that we will be closed on December 1.

OLD BUSINESS

TCRS UNFUNDED LIABILITY – Previously discussed and solved.

AUDIT PROGRESS REPORT – Blankenship came and did onsite audit for one day. They have everything they need but their report is not ready. Their deadline to have report to the State is December 31. Regarding a review of the report by the Board, they want to know if (1) the Board wants them to send report to State without any review from Board, as in the past, or (2) we can call a special meeting to have them review report with the Board via Zoom, prior to sending to State.

Discussion was held regarding any possible irregularities or adverse findings that are detrimental to the library. As the Board does not meet again prior to the Auditor’s deadline date, it was decided that Michelle will send the report out to the Board prior to filing with the State. In the event there are findings to be discussed, the Board will meet virtually and discuss same without the need for a vote. Sharon Hargraves expressed the importance of getting the report to us in time to review every year before going to the State. Michelle said that it would not put extra pressure on us, however, possibly on Blankenship.

CARES GRANT – Per Michelle, the Cares Grant came through but a vote has not yet been made to approve the expenditure. We had \$750.00 for protective equipment, which was spent in April before we knew there was a grant. We were advised there was a retroactive grant, which I applied for and received. The only thing left is \$250.00 for video conferencing equipment. Once we spend that, we can apply for a check to be reimbursed for that.

The motion was made by Chris Causey and seconded by Paul Nutting for approval of the expenditure of \$250.00 in accordance with the Cares Grant. Motion carried (Voted as follows).

Chris Causey	Yes
Harold Barbee	Yes
Paul Nutting	Yes
Sharon Hargraves	Yes

FORMATION OF BUDGET COMMITTEE - Discussion was held regarding the need for and organization of a Budget Committee, as suggested by the Regional Librarian. It was agreed that it would be beneficial. Per Michelle, according to the By-Laws, "special committees may be appointed by the Chairman. Such committees will serve until the completion of the work for which they were appointed". Corinne Balthrop will reach out to Board members and establish the committee. Paul Nutting agreed to serve on the Committee.

The motion was made by Sharon Hargraves and seconded by Paul Nutting that we have a standing Budget Committee.

Harold Barbee asked what is required of committee members. Corinne Balthrop will establish rules and will put rules and requirements in an email to Board members.

Vote:

Chris Causey Yes

Harold Barbee Yes

Paul Nutting Yes

Sharon Hargraves Yes

Motion Carried

MASK MANDATE - The Mask Mandate has become County policy again. A discussion was held regarding how to handle the decision to continue or end masks when or if the Mayor cancels the mask mandate.

The motion was made by Chris Causey and seconded by Sharon Hargraves to extend the mask mandate at SBPL until January 31, 2021, and revisit it again at January meeting and make a decision at that time based on whatever the guidelines are at that time. Motion carried (votes are below).

Chris Causey Yes

Harold Barbee Yes

Paul Nutting Yes

Sharon Hargraves Yes

STAFF CHRISTMAS BONUSES - Michelle provided documentation to Board. We have proposed Christmas bonuses for staff, which are the same as last year, (\$120.00, \$75.00, \$30.00). People are taking home the same amount but the total is more since there are more staff this year. It was asked by Sharon Hargraves if a motion was needed since it was in the budget. Per Michelle, they usually do because it helps in the audit that they have proof that she was authorized to do

it. This is not itemized in the budget but maybe should do so in the future since we now have a budget committee.

The motion was made by Paul Nutting and seconded by Harold Barbee, to approve staff Christmas bonuses as presented. Motion carried (votes below).

Chris Causey	Yes
Harold Barbee	Yes
Paul Nutting	Yes
Sharon Hargraves	Yes

NEW YEARS EVE CLOSURE - The motion was made by Sharon Hargraves and seconded by Chris Causey to close library at 1:00 on New Year's Eve. Motion carried (votes below).

Chris Causey	Yes
Harold Barbee	Yes
Paul Nutting	Yes
Sharon Hargraves	Yes

The motion was made by Sharon Hargraves and seconded by Chris Causey to adjourn the meeting. The meeting was adjourned by consensus.