

STOKES BROWN PUBLIC LIBRARY BOARD MINUTES

November 14, 2025

IN ATTENDANCE

Board Members present: Paul Nutting, Renée Wray-Davis, Martin Morgan, Laurel Burr, Norma Dutton, Jim Stelluto, and David Walker

Others present: Cecilie Maynor (Regional Library Director), Caitlyn Haley (Regional Library Assistant Director), Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director), Jana Hatcher (SBPL Administrative Assistant), Lee Marie Astier (Guest), Jennie Waddington (Guest), Susan Guthrie (Guest), Joyce Munda (Guest), and Bob Adams (Blakenship CPA)

CALL TO ORDER

Paul Nutting called the meeting to order at 8:30 a.m. A quorum was present according to the By-laws.

PUBLIC COMMENT PERIOD

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

SPECIAL REPORTS

Bob Adams, Blankenship CPA, presented the preliminary results of the yearly audit. There were no findings in the audit although there were a couple of recommendations: Utilization of cash balances to earn interest income, evaluate internal controls, and analyze cyber security policies and insurance. The final audit will be released soon.

Friends of the Library {this update was given after Bob Adams due to a scheduling conflict}.

Joyce Munda updated the board on various projects and updates the Friends are currently working on:

- There will be a court date on December 2nd to determine who will receive the third of the money that is up in the air from the Stokes Brown Charitable Remainder Unitrust (CRUT). If the court rules the hospital cannot receive that money, it will be split between the library and the Methodist church. That could mean another \$500,000 or more to the Friends.
- The intent of the friends is not to maintain the CRUT money, but to support the library's needs. Currently, looking to possibly add parking spaces in the alley and extending the children's garden to provide a pavilion. Water run-off issues in the area near the garden need to be addressed as well.

- Additionally, they would like to see a space planner come in and make some recommendations for some changes to increase functionality in the space we have.

APPROVAL OF MINUTES September 12, 2025

The motion was made by Martin Morgan to approve the September 12, 2025, minutes as presented and seconded by Renée Wray-Davis.

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

REPORT OF THE TREASURER

Michelle Adcock stated Steve Pierson could not attend today's meeting but had submitted the following:

- A balance of \$342,783 in the US Bank Checking Account.
- During September and October, the Library brought in \$124,064 in deposits and spent out \$176,154.
- For the four months ended October 31, 2025, the Library has brought in \$3,743 more than it has spent.

The motion was made by Laurel Burr to approve the financial statement as presented and seconded by Jim Stelluto.

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:

- The template report for Collection Review is due January 19, 2025.
- The Annual Standards Report is available. Please review and discuss ways you can work to meet new standards at the next meeting.
- Trustee Workshop 2025 focused on Advocacy focusing on creating good relationships with your funding body. Suggestions include creating an annual report that highlights the statistics and programs at the library and to use Libraries by the Numbers to generate beautiful info graphics using library's statistics from the last fiscal year.
- Examine the Salary Survey which shows library staff salaries across the state.
- The regional office will be closed November 27th and 28th for Thanksgiving.
- TN250 Grant Opportunities for the Semiquincentennial anniversary of the founding of the United States.
- Training Opportunities:
 - 11/25/2025 Change doesn't have to be scary! Understanding Change Management at all levels.
 - 12/03/2025 2025 Rural Library Network eSummit
 - 12/04/2025 Summer Symposium 2025
- Nick Cook has completed his Core Competencies for the Library.

REPORT OF DIRECTOR

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

- We continue to provide monthly computer classes at the Senior Citizen Center. It has become very popular with the senior citizens who are now becoming patrons of the library.
- We partnered with Well on the Square for a dance field trip for children and families.
- We are still working with Revize on the new ADA compliant website, which should be up and running by April.
- We are continuing to evaluate equipment and prioritize replacements for computers that are not able to upgrade to Windows 11.
- Our annual trick-or-treat event attendance was over 600 people. The Friends of the Library and local businesses sponsored candy and other small prizes.
- Santa will be visiting the library on November 20th for a short visit. He will return on the 22nd for Breakfast with Santa sponsored by Friends of the Library. Pancakes and photos will be available.
- Michelle and Michaela attended *The Hiring, Calibrating & Performing Triangle Workshop* at the Regional Library. They also attended *Public Records and Open Meetings Training* at the Comptroller's Office.
- The state has launched a new four part Cybersecurity course in Niche Academy. All staff will be required to complete two of the modules.
- Rebecca has accepted a new position as Assistant Circulation Supervisor/Catalog Clerk. She will work two weekends a month and have cataloging duties as well.

Strategic Plan Update

Michaela Willbanks reported the Strategic Plan had been updated. The new objectives are highlighted in green.

REPORT OF POLICY COMMITTEES

Discuss and possibly take action on Circulation & Patron Conduct Policies

Michelle Adcock stated the changes to the policy are in red. Basically, the changes are removing what we do not do anymore and clarification of requirements. We have also updated the security cameras policy and added it as a part of this policy.

The motion was made by Martin Morgan to approve the changes to the Circulation & Patron Conduct Policies as presented and seconded by Jim Stelluto.

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

OLD BUSINESS

Discuss and possibly take action on Plumbing Re-pipe Expenses & Updates

Michelle Adcock stated when Roto-Rooter was working on the re-pipe they found more cast iron pipe. She called and discussed with Paul Nutting the additional funds that would be required to go ahead and take care of that as well. The initial cost of repair was \$12,989 and with the additional removal and replacing the cast iron pipe an additional \$11,400 would be required. They decided since the floor was open to go ahead and take care of it.

The motion was made by Laurel Burr to approve the additional expenditure for the Plumbing Re-pipe as presented and seconded by David Walker.

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

Discuss and possibly take action on Accepting/Expending Grant of \$50,000 for a book vending machine.

Since the library has not confirmed possible placement of the vending machine, the proposal was tabled at this time.

NEW BUSINESS

Discuss and possibly take action on Age-Appropriateness Review

Michelle Adcock stated the library had received a letter from the Secretary of State prompting an age appropriate review of juvenile collections by January 19, 2026. Only books that were bought with state and federal funding will need to be reviewed. A template report has been created and distributed to ease in the reporting of findings. Michelle will conduct a keyword catalog search for terminology in the areas the letter raises concerns to determine books that will need to be pulled and reviewed.

Discuss and possibly take action on Library Calendar

Michelle Adcock stated when we revised the employee handbook, we omitted the asterisks in red for days off. However, the paragraph underneath clearly stated what days should have had the asterisks. It was agreed she should just put them back.

She also suggested for 2026/2027 the staff training day in April (at her discretion), Staff training day in December will be on the 1st, and close at noon on New Year's Eve.

The motion was made by Martin Morgan to approve the suggested dates as presented and seconded by Jim Stelluto.

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

Discuss and possibly take action on Committee Appointments

Library Board Committees 2025-2026 will be as follows:

Budget	Policy	Nominating	Personnel
Nutting	Nutting	Nutting	Nutting
Wray-Davis	Burr	Morgan	Glover
Walker	Wray-Davis		Arnold
Dutton	Stelluto		

Discuss and possibly take action on Holiday Bonuses for Staff

Michelle Adcock presented the following for Holiday Bonus for Staff:

	<u>Net Amount</u>
Full time employees (10)	\$150
Part Time Special Duties (6)	\$100
Part Time Clerks (10)	\$50

The motion was made by David Walker to approve the Holiday Bonuses as presented and seconded by Renée Wray-Davis.

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

Paul Nutting wanted to make a clarification about the instructions for completing the Director's Evaluation. He stated you could either score the category as a whole, or each component individually.

Adjournment was by consensus.

Next Board Meeting January 9, 2026, 8:30 am