

MINUTES

STOKES BROWN PUBLIC LIBRARY BOARD MINUTES

November 18, 2022

IN ATTENDANCE

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

Others present: Bob Adams (Blankenship CPA), Cecilie Maynor (Regional Director), Stephen Pierson, CPA, Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director), Lynn Slabaugh (SBPL Administrative Assistant) and Susan Guthrie (Friends of the Gorham-MacBane Public Library).

The meeting was called to order by Tim Harris. A quorum was present according to the By-Laws.

Mr. Harris welcomed new Board member, Martin Morgan, and our guest, Susan Guthrie, Friends of the Gorham-MacBane Public Library.

BUDGET RESOLUTION

Michelle Adcock explained that in July we were not certain as to the final amount by which we were over budget, as the financials were incomplete at that time. A motion was passed at that time to move money from fund balance if/as needed in order to balance the budget. We now need to finalize/ clarify the amount of money that was moved in the budget resolution passed in July.

The Motion was made by Paul Nutting and seconded by Renee Wray-Davis to move \$65,000.00 from the fund balance into the budget.

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

SPECIAL REPORT by Bob Adams, Blankenship CPA.

Mr. Adams discussed his Power Point hand out summary of his notes from the audit report. Mr. Adams said he was able to give a clean, unmodified opinion. There were no weaknesses or signs of deficiencies. He stated that this year we added the adjustment of compensated absences. He stated that the final copy will be filed with the State Comptroller. He also offered that some government agencies are requiring cyber security policies, and that it might be a good idea to have one here.

APPROVAL OF BOARD MINUTES (September 9, 2022)

The motion was made by Martin Morgan and seconded by Jim Stelluto to approve the September 9, 2022 Minutes.

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

REPORT OF THE TREASURER

The Report of the Treasurer was given by Steve Pierson. Mr. Pierson clarified why the audit numbers are different than the financials the Board receives, saying that a big difference with the expenditures is that we write off as we spend, and do not account for compensated absences. He explained the format of the financials for the new Board members and stated that he does not audit financials, Blankenship CPA does that. Additionally, Mr. Pierson explained the current financials for September 30, 2022 and October 31, 2022.

The motion was made by Sharon Hargraves and seconded by Paul Nutting to accept the financials as presented.

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

REPORT OF THE REGIONAL LIBRARIAN

The Report of the Regional Librarian was given by Cecilie Maynor. Cecilie distributed and discussed the Regional Library Report of November 2022. She stated that the second Board Chair meeting was held. She offered that Tim Harris was very engaged and discussed preparing for Board meetings, and that he does a good job. Cecilie discussed that all training for staff, directors and Friends of the Library are also available to the Trustees. Staff and directors are required to meet Regional CTE hour requirements. Cecile stated that she wanted to meet with and do the trustee orientation with the new Board members, and wants them also to do the Trustee training. Cecilie further stated that the State and Federal funds have been released and are ready for the library to spend.

REPORT OF DIRECTOR

The Report of Director was given by Michelle Adcock. Michelle discussed that some Board members will be rotating off at the end of 2023. Harold Barbee and Paul Nutting are eligible to serve another term. Renee Wray-Davis is eligible to serve two more terms.

Michelle said that the Teen Advisory Board (TAB) currently has twelve participants, and that Callie Vaden does a great job of letting them run the meetings and programs themselves. At the end of September, the TAB hosted one of their first events, Fall Into Books, which was financially sponsored by the Friends of the Library.

Our Halloween event was a great success. We had an estimated 390 children, as well as their parents and caregivers. For this event, we had many community partners on hand to give out candy. Those partners included the Robertson County Sheriff's Department, the City of Springfield, 911, the History Museum, COPE and many more. The Friends of the Library both worked and sponsored this event. Michelle discussed the Halloween Event Sponsorship chart in her handout and expressed our appreciation to all the community partners and the Friends of the Library. She stated that the sponsorship chart demonstrates that the community sees the value of the programs we offer.

Michelle discussed some upcoming events. Ruth Hemphill with the Tennessee Library for Accessible Books & Media is scheduled to attend our adult bingo program in November. We are getting the word out as to what is available for those with challenges to their visual acuities. Additionally, we are having Santa's visit, and a field trip to the Robertson County Museum in PJs. The movie, The Polar Express, will be shown as part of the visit.

OLD BUSINESS

STRATEGIC PLAN – SETTING GOALS

Tim Harris read the suggested goals:

- Connect our community to each other and the world by providing access to up-to-date technology and technology training
- Create young readers that enter school ready for a wide range of literacies
- Be a reliable source of information about the Robertson County communities and their activities and services
- Be a comfortable community hub with engaging activities and spaces where citizens can connect

The motion was made by Paul Nutting and seconded by Martin Morgan to adopt the suggested goals.

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

MEETING DECEMBER 6 DISCUSSION

Michelle Adcock stated that the Board has always been gracious in allowing us to close the library two times per year for staff training. On December 6, we are focusing on developing actions to go along with the goals discussed above. We are inviting the Board, Friends of the Library and the public to attend from 2:30 to 4:00, to get feedback on what we should do to serve the public.

NEW BUSINESS

TECH GRANT

Michelle Adcock discussed that the Tech Grant has come back from the State in the amount of \$1,547.00. This will be used to purchase desk top computers, monitors and printers for the staff, and launchpad tablets for the public. This grant requires a 50% match, which is covered by the Foundation. We need permission to spend these funds.

The motion was made by Sharon Hargraves and seconded by Suzanne Glover to spend the funds received through the Tech grant as set forth above.

HOLIDAY BONUSES FOR STAFF

A handout of holiday bonuses from last year and suggested bonuses for this year was given to the Board. The amounts shown will be a net figure and will be given by a separate check.

The motion was made by Paul Nutting and seconded by Renee Wray-Davis to approve the holiday bonuses for staff as presented.

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

LIBRARY CLOSURE DATES

A handout was given to the Board with the proposed library closure days for 2023. After discussion, the following motion was made.

The motion was made by Sharon Hargraves and seconded by Harold Barbee to adopt the 2023 library closure dates as presented with the addition of Tuesday, December 26, 2023.

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

CHANGE OF NOVEMBER 2023 BOARD MEETING DATE, DUE TO THE LIBRARY BEING CLOSED ON NOVEMBER 10, 2023 FOR VETERAN'S DAY OBSERVED BY THE LIBRARY:

The motion was made by Sharon Hargraves and seconded by Harold Barbee to change the November 2023 Board Meeting from November 10, 2023 to November 17, 2023.

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

TUITION REIMBURSEMENT REQUEST

Michelle Adcock presented Morgan Riekeman's request for tuition reimbursement in the amount of \$1,101.00, or one-half the cost of one course, which is in accordance with the Employee Handbook.

The motion was made by Martin Morgan and seconded by Paul Nutting to approve the tuition reimbursement to Morgan Riekeman as presented.

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

POSSIBLE FILMING IN THE LIBRARY

Michelle Adcock reported that she has been approached by a filmmaker to film a movie in the library. This may require that the library close while filming is ongoing. Tim Harris offered that it would probably be best to be closed during filming. They said they would make a donation to the library for our inconvenience. Michelle said that we may need to have Ryan Martin involved due to insurance matters.

The motion was made by Sharon Hargraves and seconded by Jim Stelluto to give Michelle Adcock and Tim Harris the discretion to approve or deny the request for filming.

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

MOU WITH WHITE HOUSE

Michelle Adcock discussed that the ILS system that the library uses, as well as our partnership with White House Public Library regarding the same, is working well, and wants to continue with the current system and partnership with White House Public Library.

The motion was made by Martin Morgan and seconded by Sharon Hargraves to approve the current system and partnership with White House Public Library.

RFID STATUS REPORT

Michelle Adcock discussed that we are in Phase 1 of this process. We have two quotes, from Logitech and Envisionware. She stated that we are not yet ready to move until we get the third quote.

BUDGET AND POLICY/BY-LAWS COMMITTEES NEW MEMBERS

Tim Harris discussed member appointments for the Budget and Policy and By-Laws Committees. Martin Morgan agreed to serve on the Budget Committee. Mr. Harris stated that we need two volunteers by January for the Policy and By-Laws Committee.

Tim Harris discussed recent incidents in the library as a point of information. The board urged that going forward the addition of someone fluent in Spanish to the staff should be considered.

ADJOURNMENT

Adjournment is by consensus. No vote is required.

THE NEXT BOARD MEETING IS JANUARY 13, 2023 AT 8:30 A.M.