

MINUTES

Stokes Brown Public Library Board Minutes

July 9, 2021

Meeting called to order by Corinne Balthrop

IN ATTENDANCE

Board Members present: Corinne Balthrop, Harold Barbee, Chris Causey, Sharon Hargraves, Bill Moore and Paul Nutting

Others present: Steve Pierson, CPA, Cecilie Maynor (Red River Regional Library), Michelle Adcock (SBPL), Patricia Bellar (SBPL) and Lynn Slabaugh (SBPL)

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

APPROVAL OF MINUTES (May 14, 2021)

The motion was made by Paul Nutting and seconded by Sharon Hargraves to accept the May 14, 2021 Minutes as presented.

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

REPORT OF TREASURER

FINANCIAL STATEMENTS. Steve Pierson discussed the draft Financial Statements dated May 31, 2021 and June 30, 2021. A discussion was held regarding amending the motion made at the May 14, 2021 meeting which read "to add a new amended revenue line item of \$90,000.00 to the current year's budget that states that the source is the general fund under other income. It will also add a new amended expense line item showing an unfunded liability payment to TCRS of \$90,000.00".

The amended motion was made by Chris Causey and seconded by Paul Nutting to not show the \$90,000.00 originally agreed upon as income as it is actually coming out of the fund balance.

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

Steve Pierson will reissue the financial statements to be approved at the next Board meeting.

REPORT OF REGIONAL LIBRARIAN

The report of the Regional Librarian was given by Cecilie Maynor. She provided a list of the upcoming training and said that they hope to provide a virtual option. She said that she sent out a salary survey a few weeks ago. We have an ARPA Grant open right now which includes technology, website, digital materials, physical materials and library furniture that encourages social distancing. The match is a little lower than normal and the deadline is August 11, 2021. The MOE has gone out to Michelle and the deadline is the end of October. The Trustee's workshop is scheduled for September 17 in Hendersonville. There will also be a recording of that if you cannot make it to the meeting.

DIRECTOR'S REPORT

The Director's Report was given by Michelle Adcock. During the month of May, our program attendance more than doubled over the month before. Head's Farm invited us to have story time on their farm. We hosted our first blood drive with the American Red Cross. The pints collected will count towards the "Remembering the Badges" goal of 2,977 to honor those lost on 9/11. The number of patrons using the computer lab increased by 331 from May. Our total circulation numbers were up in June. In June, the Summer Reading programs ("Tails and Tales") drew over 1,000 attendees. Our programs included live animals, exercise, science experiments for children and teens. The adults also enjoyed computer classes and bingo. We have had 350 individuals turn in reading logs for a chance to win prizes donated in part by the Friends of the Library and community businesses. This number is already more than last year's entire summer reading program. Our Friends organization hosted two book sales to raise money for the library. The

library is hoping to resume movie nights in August. We are also again hosting the Spanish classes beginning in the fall. Margaret Ann Williams has resigned her position on the Board and Sharon Hargraves is working on finding someone to fill the seat.

PROGRESS ON LIBRARY STANDARDS: Patricia Bellar gave an update on the progress of the Library Standards.

- .Customer Satisfaction Survey has been completed and seen by the board.
- .Social Media Policy has been completed and approved by the Board.
- .Inclement Weather Policy has been completed and approved by the Board.
- .Professional Development Training Hours has been completed, ending June 30, 2021 and has been sent to the Regional Office.
- .Forming a Teen Advisory Board has been done and currently has six members.
- .Collection Development Policy is currently being worked on, including a form for patrons challenging certain books and guidelines to maintain extensive collection, including electronic holdings (ordering and weeding).
- .Institutional Disaster Plan is in progress, including a directory of disaster relief supplies and where they are located, as well as contact information and medical requirements list for all staff members.

REPORT OF NOMINATING COMMITTEE

A report of the Nominating Committee was given by Sharon Hargraves. Renee Wray-Davis has agreed to serve and would complete Margaret Ann Williams' term, which expires in 2023, and then could serve two terms of her own.

A motion was made by Sharon Hargraves and seconded by Paul Nutting for the Board to approve Renee Wray-Davis and to submit her name to the Robertson County Commission for its approval to serve as a Board member.

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

Tim Harris asked if the time for the meeting could be changed. Times were discussed.

A motion was made by Sharon Hargraves and seconded by Paul Nutting to table the proposed motion to amend III.A. of the By-Laws to be voted on at the September Board meeting to read as follows: "Regular meetings of the board will be held at the library the second Friday of the following months: July, September, November, January, March and May at 8:30 a.m."

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

A motion was made by Chris Causey and seconded by Paul Nutting to submit Bill Moore's name to the Robertson County Commission to serve a second term on the library Board.

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

A motion was made by Chris Causey and seconded by Sharon Hargraves to submit Tim Harris' name to the City of Springfield to serve a second term on the library Board.

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

A motion was made by Chris Causey and seconded by Paul Nutting to accept the slate of officers for the upcoming year, as presented: Corinne Balthrop-Chair, Tim Harris-Vice Chair, Sharon Hargraves-Secretary and Paul Nutting-Treasurer.

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

A motion was made by Sharon Hargraves and seconded by Chris Causey to add Paul Nutting to the library accounts as appropriate.

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

OLD BUSINESS

REPORT ON ILS PROGRESS. A discussion was held regarding The Library Corporation's proposed contract with White House Public Library and Stokes Brown Public Library, as well as the Memorandum of Understanding between the White House Public Library and Stokes Brown Public Library.

A motion was made by Chris Causey and seconded by Sharon Hargraves to give Michelle Adcock the power to sign the Contract with The Library Corporation once it is finalized.

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

A motion was made by Chris Causey and seconded by Paul Nutting to sign the Memorandum of Understanding between White House Public Library and Stokes Brown Public Library, and to give Corinne Balthrop and Michelle Adcock the power to sign said Memorandum.

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

FURTHER REALLOCATIONS. A printout showing further reallocations was provided in the Board's packets.

A motion was made by Paul Nutting and seconded by Sharon Hargraves to approve the reallocations for FY 2020-2021 as presented.

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

DISCUSS PROGRESS ON EMPLOYEE HANDBOOK. A discussion was held regarding some of the changes to the Employee Handbook. It was decided that a committee should be formed to meet with Michelle and John Grubbs to discuss further changes. Chris Causey and Paul Nutting volunteered to be on the committee. Chris Causey asked if some employees could also be on the committee. Michelle will pick those employees and will check with John Grubbs as to possible dates for a meeting.

CLOSURE FOR UP TO 3 DAYS FOR MIGRATION. Regarding the ILS migration, Michelle explained that moving all of the data into the cloud would take approximately two days to complete, but requested three days to close the library to the public in the event it should take longer. Staff would still report on those days.

A motion was made by Paul Nutting and seconded by Sharon Hargraves to close the library to the public for up to three days for migration.

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

NEW BUSINESS

PURGE OF PATRON RECORDS. A discussion was held regarding purging accounts from 2018 and older with a balance of \$50.00 or less would be beneficial prior to the migration of data. Michelle advised that fines waived would total \$13,228.17.

A motion was made by Sharon Hargraves and seconded by Chris Causey to purge patron records as presented.

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

HOTSPOT POLICIES. Some of the changes in the Hotspot policies were discussed.

A motion was made by Chris Causey and seconded by Harold Barbee to accept the Hotspot policy as written.

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

ADJOURNMENT

The meeting adjourned by consensus.

The next Board Meeting is September 10, 2021 at 11:00 a.m.