

# MINUTES

Stokes Brown Public Library Board Minutes

January 14, 2022

Meeting called to order by Tim Harris

## IN ATTENDANCE

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Board Members present: Harold Barbee, Sharon Hargraves, Tim Harris, Paul Nutting and Renee Wray-Davis

Others present: Caitlyn Haley, Assistant Regional Director, Michelle Adcock (SBPL), Michaela Willbanks (SBPL) and Lynn Slabaugh (SBPL)

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

## APPROVAL OF MINUTES (November 12, 2021)

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**The motion was made by Sharon Hargraves and seconded by Paul Nutting to accept the November 12, 2021 Minutes as presented.**

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

## REPORT OF TREASURER

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Steve Pierson was not present but provided talking points by email and was available by phone for questions. Tim Harris read Mr. Pierson's talking points as follows:

- Checking balance as of December 31, 2021 - \$495,764
- The City appropriation came in during November and December. Two payments have been received from both the City and County.
- During November and December, \$26,157.00 more was spent than what came in. This is good since the Library is still approximately \$70,000.00 under budgeted expenses at this point.

**The motion was made by Paul Nutting and seconded by Sharon Hargraves to approve the Financial Statements as presented.**

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

## REPORT OF REGIONAL LIBRARIAN

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The report of the Regional Librarian was presented by Caitlyn Haley, Assistant Regional Director. She advised that the results of the Standards Reports were emailed to everyone. It was asked if there was anything we need to work on. Caitlyn stated that we do not have a written long-range plan and we should have one. She said this could be accomplished by either hiring a consultant to develop the plan or by doing it ourselves.

Caitlyn requested that if anyone had any issues with the Firefly courier service to please let Cecile Maynor know.

Caitlyn discussed the new State Library and Archives and that they were thinking of getting a bus in April to visit the new facility.

She discussed upcoming training including Health and Wellness for All training scheduled for January 25, 2022. In February, there will be training on Burnout, Stress and Anxiety at the Williamson County Library, and in March a Teen Services Roundtable at the Nashville Public Library.

Caitlyn advised that the Tennessee Library Association annual conference is scheduled for April 12 through 14 in Knoxville.

## DIRECTOR'S REPORT

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The Director's Report was given by Michelle Adcock. Michelle reported that our circulation numbers for November and December took an expected seasonal dip for this time of the year. The library offered six technology training classes in November. We have had a good adult response to our labyrinth.

The library was closed five days in December. We had staff development on December 7 and Caitlyn Haley trained us on TEL (Tennessee Electronic Library.) Following training, the Friends of the Library provided our Christmas dinner.

In December, we had Santa visit with the kids, and Friends of the Library spent a day baking cookies for that event.

Michelle gave a staff update and introduced Michaela Willbanks, our new Assistant Director. She also discussed Morgan Riekeman, our Family Literacy Librarian and Donna Jones' many years with the library.

Looking forward, Michelle discussed our addition of the upcoming Saturday Story Time, as well as Callie Vaden's video game tournament for the teens.

### PROGRESS ON LIBRARY STANDARDS.

The Library Standards update was given by Michaela Willbanks. She reported that Heather Schnepf has advised that the Disaster Plan is still tentative and they will be meeting with Michelle to finalize. They have prepared tentative lists of contacts for maintenance and utilities, command centers/temporary spaces, salvage priorities for different departments, emergency shutoff locations, building recovery and salvage services. She also said that the Collection Development Policy was completed and ready for the Board to vote on.

FRIENDS OF THE LIBRARY UPDATE. An update by the Friends of the Library was provided in the packets.

#### BARRING NOTICE ISSUED FOR PATRON.

Michelle Adcock reported that some of our neighbors reported that on Christmas Day and the following day, a man was on the library property indecently exposed. Our cameras confirmed the same. Because he has pled guilty to the charges, we have suspended him from the property for five years. She said that she will send a five-year barring notice to the jail where he is currently being held.

#### OLD BUSINESS

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#### BYLAW AMENDMENT TO CHANGE THE TIME OF BOARD MEETINGS.

As there was not a sufficient number of Board members present for a two-thirds vote to amend the Bylaws, that vote was not held.

**The motion was made by Harold Barbee and seconded by Paul Nutting to begin the March 2022 meeting at 8:30 a.m.**

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

#### DISCUSSION OF BYLAW AMENDMENT TO REFLECT CHANGE IN STATE LIBRARY LAW AS TO REGIONAL BOARDS AND OTHER POSSIBLE CHANGES.

A discussion was held regarding the possibility of changing the number of Board members to nine or eleven, or remain at seven. It was further discussed that increasing the number of Board members would also increase the quorum. Tim Harris stated that it would be the pleasure of the Board to go to a nine-member Board. No vote was held.

## NEW BUSINESS

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### SURPLUS PROPERTY.

A list of surplus property and equipment was provided in the Board packets and discussed by Michelle. Paul Nutting suggested that a list, including serial numbers, should be taken with items going to the County dump, have the list signed off on by the dump personnel, as well as the library staff person who delivers the items to the dump, and returned to the Director.

Michelle reported that we have several Kindle Paperwhites that have not been used. It was discussed that a determination of what funds were used to purchase them would need to be made before it can be decided if they could be sold or given away. Also, we have several used computer monitors that were recently replaced with new monitors.

Michelle further reported that the Region has volunteered to store the shelving and give to the library in Waverly.

**The motion was made by Sharon Hargraves and seconded by Paul Nutting that the shelving should be distributed to the Region for the library in Waverly.**

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

**The motion was made by Paul Nutting and seconded by Renee Wray-Davis to compile a list of any property determined to be unusable, with the exception of the Kindle Paperwhites and the computer monitors, which list should include model numbers and serial numbers. The list should be taken to the County dump with the items to be disposed of and have the dump personnel, as well as the library staff delivering the items, sign off on the list and return the list to the Director.**

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

COLLECTION DEVELOPMENT POLICY. The Collection Development Policy was presented by Michelle Adcock.

**The motion was made by Paul Nutting and seconded by Sharon Hargraves to approve the Collection Development Policy as presented.**

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

ADDING MICHAELA WILLBANKS TO LIBRARY ACCOUNTS, REMOVING PAT BELLAR.

**The motion was made by Sharon Hargraves and seconded by Harold Barbee to remove Patricia Bellar and add Michaela Willbanks to bank and credit card accounts.**

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

NOMINATING COMMITTEE APPOINTMENT.

Michelle Adcock advised that Chris Causey and Corinne Balthrop will be rotating off as Board members in July, 2022. If anyone has suggestions as to possible members, please forward those to Corinne Balthrop. We will need a slate of officers in place in March for a vote in May.

NOVEMBER 11<sup>TH</sup> BOARD MEETING CHANGE OF DATE DUE TO HOLIDAY.

**The motion was made by Sharon Hargraves and seconded by Paul Nutting to move the November 11, 2022 Board meeting to November 18, 2022.**

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

GRANT OF \$7,000.00 FROM THE DRAUGHON FOUNDATION.

Michelle Adcock discussed how the Draughon Foundation Grant in the amount of \$7,000.00 would be spent:

Wall Street Journal Digital Subscription \$2,700.00

New York Times Digital Subscription \$2,300.00

S.T.E.A.M. materials for teens \$1,344.59

Total Request: \$6,344.00. Total granted \$7,000.00

**The motion was made by Paul Nutting and seconded by Renee Wray-Davis to accept the Draughon Foundation expenditures as listed.**

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

ALSO DISCUSSED – It was decided to give Michelle Adcock permission to make an advanced decision about closing the library due to impending weather for the upcoming Sunday (January 16, 2022).

Additionally, Michelle advised that the Library Director Evaluation had been emailed to Board Members, and she had printed copies if anyone wanted one.

## ADJOURNMENT

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Adjournment was by consensus.

***The next meeting will be March 11, 2022 at 8:30 a.m.***