

# MINUTES

## STOKES BROWN PUBLIC LIBRARY BOARD MINUTES

SEPTEMBER 9, 2022

### IN ATTENDANCE

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Board Members present: Suzanne Glover, Tim Harris, Paul Nutting, Jim Stelluto, and Renée Wray-Davis

Others present: Cecilie Maynor (Regional Director), Stephen Pierson, CPA, Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director), and Lynn Slabaugh (SBPL Administrative Assistant)

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

Mr. Harris welcomed new Board Member, Jim Stelluto, and said that Martin Morgan has replaced Bill Moore as a Board Member from the County.

### APPROVAL OF BOARD MINUTES (July 8, 2022)

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**The motion was made by Renée Wray-Davis and seconded by Suzanne Glover to approve the July 8, 2022 Minutes.**

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

### REPORT OF THE TREASURER

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The Report of the Treasurer was given by Steve Pierson. Mr. Pierson said that he had finalized the financials for June that were in the packet. Last year we were a little over budget but he did not feel that this would be a problem with the auditors due to the maintenance issues that Michelle previously discussed. Mr. Pierson said that the financials were based on the proposed budget, and if the budget did not pass or needs to be revised, he would revise his financials. Mr. Pierson said that he would send the auditors the information they need to start the audit next week.

There was discussion regarding the problem with trying to open a new bank account due to the name of the library still showing as Gorham MacBane Public Library with the IRS, and possible solutions to the problem including sending letters to the IRS from the Library, Auditor, CPA and Board with the Minutes that approved the name change. It was discussed that effort to correct this problem has been ongoing for several years. Mr. Pierson said that because the Library does not file an income tax return, we cannot just check a box to change the name.

**The motion was made by Paul Nutting and seconded by Suzanne Glover to accept the financials as presented.**

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

#### REPORT OF THE REGIONAL LIBRARIAN

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The Report of the Regional Librarian was given by Cecilie Maynor. She handed out the Standards for Governance 2022, which she said was not specific to Stokes Brown but is for an overview of all libraries in the state in general. Cecilie said that she can send out the Stokes Brown report in an email and it can be discussed at the next meeting.

Cecilie said that an in-service is coming up starting in September. It will be four – two-hour virtual sessions regarding Community Engagement. Also, on October 4, 2022, the annual workshop with the Trustees will be held in Brentwood. This is an all-day event. She said that the Board members should have received an email from her regarding this meeting.

Cecilie reported that they had the first quarterly Board Chair meeting in August, that it went well and had good participation. She offered that Tim Harris was very active in the meeting and she appreciated how he discussed how this Board deals with some issues that many libraries are facing.

#### REPORT OF DIRECTOR

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The Report of Director was given by Michelle Adcock. She discussed the success of our Summer Reading program, which consisted 49 programs. Some of the most popular were Mr. Bond's science show, Bob Tarter's animal show and a field trip to Red River Farms. We had 628 participants who turned in reading logs and were eligible to win a variety of prizes supplied by our community partners and the Friends of the Library. This included \$50.00 gift cards supplied by the Robertson County Sheriff's Department for the most minutes read in each age category.

Rose Wooten spends a great deal of time meeting with our community partners and enlisting their support.

Michelle said that our computer usage numbers were down in August mainly due to our internet being down due to Comcast's work in the area. She said that our Teen Advisory Board has been reestablished and currently has nine members. They are forming committees. They have an indoor campout event planned. Plans for our Halloween event are well underway. Rose, Morgan and Callie are working hard on that. It is our biggest event of the year. Several hundred dollars have come in from our community partners and our Friends of the Library group. The Library is also partnering with the Robertson County Baptist Association to once again offer Spanish classes in our community. Michelle discussed staff celebrations. She said that in July and August, she hired six new staff persons, mostly due to graduations and moving on to college and new careers.

The Friends of the Library report is in the packet and discusses the many things they do to support the Library and it's special events, such as providing prizes for the Summer Reading Program, candy for the Halloween event, popcorn for movie night, purchasing of credit card equipment and payment of those fees, just to name a few. Some of the funds they obtain that enable them to support the Library are from the pecan sale, receipt of Amazon Smile donations, Kroger Community Rewards from the Friends that are enrolled, and proceeds from the book store. The Friends of the Library are always ready to help the Library. They expressed their appreciation of the Board and the time it's members spend serving in that capacity.

Michelle said that the MOE is ready and has been given to Cecilie Maynor. Also, she was accepted into Leadership Robertson County and the first meeting was this week.

Michelle reported that the Friends of the Library will not pursue the Dolly Parton's Imagination Library partnership. After reviewing the agreement, they determined that it was far different than they originally thought.

## OLD BUSINESS

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APPROVAL OF FY 22-23 BUDGET AND SALARIES (VOTE): Michelle Adcock provided in the packets, the Stokes Brown Public Library Operating Budget Overview 2022-2023.

**The motion was made by Paul Nutting and seconded by Renée Wray-Davis to approve the Budget for FY 2022-2023.**

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

INCREASE STARTING PAY (VOTE): Michelle Adcock provided in the Board packets, raises for Library personnel. After a discussion was held regarding the starting pay for new employees being raised to \$9.10 per hour, the following motions were made.

**The motion was made by Paul Nutting and seconded by Suzanne Glover to establish a base starting salary \$9.10 per hour.**

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

**The motion was made by Paul Nutting and seconded by Renée Wray-Davis that the employee raises would be given as presented would be retroactive to July 1 of the fiscal year and would be given by separate check.**

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

VISION STATEMENT: The suggestion for the Library's Vision Statement was as follows: "The Library is a trusted community resource providing educational and social opportunities and materials."

**The motion was made by Paul Nutting and seconded by Jim Stelluto to accept the Vision Statement as suggested.**

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

EMPLOYEE HEALTH INSURANCE (UPDATE): There was discussion about the advantages and disadvantages of becoming a City or County entity. Tim Harris stated that one of the big advantages would be that the Health Clinic that has been established for City and County employees would be available to the Library. Cecilie Maynor offered that if we become City or County, our current library level would be in question. Michelle stated that there is no function the Library does that will not be touched by the change.

## NEW BUSINESS

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LUNCH WITH THE FRIENDS OF THE LIBRARY GROUP (TENTATIVE NOVEMBER 9): Michelle Adcock is working on this and will send the Board more information at a later time.

LAUNCH PAD FINE STRUCTURE (VOTE): Michelle Adcock explained that Launch Pads are tablets loaded with educational games that kids would be able to check out and take home. Nashville Public Library and White House Public Library have them. We currently have five devices and they cost \$150.00 each. It was asked if there were plans to get more than five. Michelle said that we have five or six more written into the tech grant. If they circulate well, we may get more. Michelle asked that the Board approve the Launch Pads to be checked out with fines the same as books, being checkout period of 2 weeks, late fine \$.10 per day with a maximum total late fine of \$3.00.

**The motion was made by Paul Nutting and seconded by Renée Wray-Davis to make the fines for checkout of the Launch Pads as follows: Checkout period 2 weeks, late fine \$.10 per day with a maximum total late fine of \$3.00.**

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

ADJOURNMENT

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Adjournment is by consensus. No vote is required.

**THE NEXT BOARD MEETING IS NOVEMBER 18, 2022 AT 8:30 A.M.**