

MINUTES

STOKES BROWN PUBLIC LIBRARY BOARD MINUTES

January 13, 2023

IN ATTENDANCE

Board Members present: Harold Barbee, Sharon Hargraves, Tim Harris, and Paul Nutting

Others present: Cecilie Maynor (Regional Director), Stephen Pierson, CPA, Lauren Patterson and Clarissa Gardner (UT Extension Service Afterschool Program), Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director), Callie Vaden (SBPL Young Adult Librarian), Lynn Slabaugh (SBPL Administrative Assistant), Jennie Waddington (Friends of the Gorham-MacBane Public Library) and Guest, Lee Marie Astier.

The meeting was called to order by Tim Harris. A quorum was not present according to the By-Laws.

PUBLIC COMMENT

Tim Harris welcomed Clarissa Gardner and Lauren Patterson of the UT Extension Service Afterschool Program. Ms. Gardner and Ms. Patterson advised that they are in the process of finding a new partnership and site where they can hold their daily afterschool programs beginning the next school year. They offered that the program is well structured and well rounded, and that they offer high quality programming for the students. They currently have approximately thirty students enrolled in the program, with 15-20 attending in the afternoon. They provided handouts that demonstrate the program's benefits, including a survey of students involved in the program, the students' perception of the program, their grade improvements since attending the program, their after high school plans, and other information. Ms. Gardner and Ms. Patterson stated that they have a staff of six which is comprised of some who work in the school system and some who are actually alumni of the program. They expressed that family engagement is very important and they hold many family events.

Tim Harris offered that there are many things for the Board to consider, including liability and what it would mean to other groups wanting a space on a regular basis.

After Ms. Gardner and Ms. Patterson left the meeting, it was further discussed by the Board. Sharon Hargraves offered that what she witnessed in the past regarding the students attending the afterschool program was that they were always busy and involved. Michelle Adcock offered

that it would possibly give the library the opportunity to form good relationships with the parents through Ms. Gardner and Ms. Patterson.

APPROVAL OF BOARD MINUTES (November 18, 2022)

No motion to approve the minutes of November 18, 2022 was made, as a quorum was not present.

REPORT OF THE TREASURER

The Report of the Treasurer was given by Steve Pierson. Mr. Pierson discussed the Financial Statements for November 30, 2022 and December 31, 2022.

No motion to approve the financials was made, as a quorum was not present.

REPORT OF THE REGIONAL LIBRARIAN

The Report of the Regional Librarian was given by Cecilie Maynor. Cecilie discussed upcoming closure days. She also stated that de-escalation training was scheduled for January. Training for staff will be January 17, and for supervisors on January 24. This training will be in person at the Region. Cecilie stated that the Trustee Workshop was held this fall and Michelle Adcock attended. She said that we are hoping to have a recorded version. She advised that we need at least one Board member to attend the Trustee Workshop to get credit.

REPORT OF DIRECTOR

The Report of Director was given by Michelle Adcock. Michelle reported that circulation numbers for November and December took a dip but was expected during this time of year. Also, we were closed three days in November and six days in December. Looking at statistics since 2021, we are moving in the right direction.

Michelle reported that in November we partnered with the American Red Cross to hold a blood drive. Rose took a trip to South Central Growers to see the poinsettias growing. She takes a field

trip each month, which the kids love. Plans are underway to resume technology classes in January. She expressed her appreciation that the City advertised our computer classes in the Connection and other media. Paul Nutting offered that we should be sure to give the County the opportunity to advertise as well. She reported that twelve computer towers were upgraded in the public computer lab using grant funding, and we hope to replace the other half of the lab soon. Also, the library has acquired 5G hotspots that will begin circulating to the public in January. Michelle reported that in December we had Breakfast with Santa, which exceeded our attendance expectations. Additionally, our Friends of the Library hosted a Scholastic Book Fair during the same time. This allows the library to acquire more items for our collection.

Michelle stated that Rose has located a mammogram bus that will be coming to the library in February. There will be no cost for using this service and no insurance is required. Also in February, we will have Harry Potter night, as well as Take Your Child to the Library Day.

Michelle reported that our staff is working on completing the Core Competency training. This training includes twenty-eight modules that cover many aspects of library work. Twenty of twenty-nine staff members have completed the training.

Michelle advised that she will send an email to the budget committee regarding a meeting date.

Paul Nutting offered congratulations to Michelle on obtaining her Master's Degree in Information Science.

OLD BUSINESS

BY-LAWS AND POLICIES COMMITTEE APPOINTMENTS: Michelle advised that Tim Harris can appoint these committee members. The Community Room, Board Room and Circulation policies need revising. Sharon Hargraves volunteered to be on the committee. Paul Nutting, Tim Harris and Martin Morgan are on the Budget Committee.

LIBRARY CARPET: Michaela Willbanks reported on the carpet bids, which were received in October and need to be updated. Carpet One bid \$12,937.32 and Edwards Home Improvement bid \$15,570.00. She further reported that Lowe's and Empire Carpet came but would not give a written quote.

No motion to accept a bid for carpet replacement was made, as a quorum was not present.

RFID: Michelle Adcock reported that we have received the third quote. Tech Logic is the only one that truly integrates with TLC. Additionally, Tech Logic has a special check-out kiosk designed for use by children. Funding is from the Stokes and Sarah Brown Charitable Foundation and Michelle feels the Foundation would appreciate a system that is kid friendly. The Tech Logic quote, which is the lowest quote, has been renewed but may expire before the next Board Meeting. It was decided to go ahead and proceed and a vote to ratify will be held at the next Board Meeting.

STRATEGIC PLAN OBJECTIVES: Michelle provided a draft of Strategic Plan 2023 – 2025.

No motion to approve the Strategic Plan 2023 - 2025 was made, as a quorum was not present.

NEW BUSINESS

DIRECTOR'S EVALUATION: Michelle Adcock shared that she has received feedback regarding the Director's Evaluation form that there are some items that the Board has no way of knowing the answers or information asked. Additionally, Michelle has received feedback from the staff that they would like to do an evaluation of the Director. Tim Harris said that it would be a good idea for the Board to know the staff's feelings, and to go ahead and create an evaluation form for staff to use. Michaela Willbanks requested that the Board go through the existing evaluation form and indicate which items are unknown to the Board.

ACCOUNT SIGNERS UPDATE REQUESTED FROM BANK: Michelle Adcock reported that US Bank is requesting that we re-sign account documents. Discussion regarding same was had by the Board.

No motion regarding this matter was made at this time, and a quorum was not present.

RFP FOR JANITORIAL SERVICES: Michelle reported that the library's janitorial service resigned effective the end of January. We have a temporary janitorial service through the end of March. She stated that she has posted an RFP (Request for Proposal) on the library's website and has advertised in the newspaper. She said that she can interview those who submit bids and the Board can vote at the March meeting. The new company will take over April 1, 2023.

BUDGET: POWER TO ACT OR SPECIAL CALLED MEETING: A discussion was held regarding the need for a specially called meeting or giving the Budget Committee the power to act in the event that the County requires the budget be submitted by March 1, 2023.

GRANT OF \$7,000.00 FROM THE DRAUGHON FOUNDATION: Michelle Adcock advised that the current grant is focused on kid's early education.

No motion regarding this matter was made at this time, as a quorum was not present.

SPHERO ROBOTS: Michelle Adcock explained that the Sphero Robots were like small cars that could be programmed to do challenges and teach 3-4 year olds the basics of coding. She recommended that circulation for the Sphero Robots be the same as books.

ADJOURNMENT

Adjournment is by consensus. No vote is required.

THE NEXT BOARD MEETING IS MARCH 10, 2023 AT 8:30 A.M.