

MINUTES

Stokes Brown Public Library Board Minutes

September 10th, 2021

Meeting called to order by Corinne Balthrop

IN ATTENDANCE

Board Members present: Corinne Balthrop, Sharon Hargraves, Chris Causey, Bill Moore and Renee Wray-Davis

Others present: Steve Pierson (Pierson CPA), Cecilie Maynor (Red River Regional Library), Michelle Adcock (SBPL), Patricia Bellar (SBPL), Rose Wooten (SBPL), Mark Wilson (SBPL), Lee Marie Astier (WDBL radio), John Grubbs (MTAS, via Zoom)

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

A welcome was extended to Renee Wray-Davis and introductions were made.

APPROVAL OF MINUTES (July 9th, 2021)

The motion was made (Bill Moore) and seconded (Sharon Hargraves) to accept the minutes of the July 9th meeting as presented.

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

REPORT OF HANDBOOK COMMITTEE –JOHN GRUBBS, MTAS

John Grubbs presented the handbook as revised by the handbook committee. He pointed out sections where there were significant changes or clarifications. Those present were given a chance to ask questions. There were some questions about FMLA leave vs. Director Approved leave and the differences were explained. It was also clarified that this handbook would if approved by the board replace the current employee handbook.

The motion was made (Chris Causey) and seconded (Sharon Hargraves) to approve the employee handbook.

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

(NOTE: See further motion in these minutes for clarification on date that the handbook will come into effect)

REPORT OF TREASURER

FINANCIAL STATEMENTS. Steve Pierson presented the year end financials for 20-21 and the July-August 2021 financials.

He noted that the auditors have been in contact and the audit of the 20-21 financials is next week and the documents are already being gathered. He noted that there are changes to the financials that he makes before presenting them to the auditor. The auditor needs the fixed assets/depreciation information. The financials that are presented to the board are cash flow.

He also pointed out that in the current July- August financial statements that the numbers can look off. The budget is broken down by 12 so some of the numbers look over or under because that money comes in later. Currently, the County apportionment looks over because the check that came in is for 3 months and these financials only cover 2 months. This is not a reason for concern as it will even out over time.

REPORT OF REGIONAL LIBRARIAN

The report of the Regional Librarian was given by Cecilie Maynor. She reported that the public library survey is open. This gathers information from libraries around the country. The regional library will be holding a workday Monday both in person and via Zoom.

She reported that some libraries in the state are shutting down again, but so far the only one in our region to be closed is Humphrey's county. That is due to flooding instead of illness. The board members expressed willingness to help the library in Humphrey's county with donations.

She further reminded that the MOE is due at the end of October.

The summer reading conference will now be virtual and take place on October 19th

The trustee workshop will take place on September 28th. An invitation should go out to the board on Monday or Tuesday.

The next in person training scheduled at the region will be with John Grubbs on HR and personnel. Cecilie reminded that the regional libraries cannot offer legal advice but CTAS and MTAS are both good sources for advice that is beyond the scope of the regional library.

She mentioned that the complete data from the decennial census will be released September 16th.

DIRECTOR'S REPORT

The Director's Report was given by Michelle Adcock.

She highlighted several points in the printed director report. She reported on the school participation in reading logs. The participation of several school summer programs and homeschool students was highlighted. She reported on several grants that have been submitted. The computer lab is continuing to have large numbers of users. The FOL had a booth at the First Friday event. She was on hand to make library cards. It is hoped that the event will be repeated. The library and Red Cross are discussing having another blood drive here. The Baptist Association is planning to do Spanish classes again this fall in the library. Lee Marie offered to have that announced on the radio.

Michelle offered staff updates. There has been a good deal of general staff turnover. In addition, Circulation Supervisor, Hannah left some time ago, and another Circulation Supervisor, Jonathan has resigned recently. His position has been posted in several list serves and other places and interviews have been conducted. Pat is moving out of the Assistant Director/ Children's Librarian position. She will move into a Cataloging/ Clerk position.

Michelle passed out a copy of the unattended minor policy. It was given out to students and parents at the beginning of the school year. The behaviors of some of the unattended minors were discussed. The situation is being dealt with. Michelle said she wanted to make the board aware because community members may approach them with questions.

Progress on library standards is still ongoing. The request for reconsideration form and collection development policy are in draft forms. The progress towards standards has slowed due to the work on the handbook.

OLD BUSINESS

REPORT ON ILS PROGRESS. Michelle reported that the ILS transition will take place on either Sept. 24th and 25th or 25th and 26th. The system will be down and the library will be closed to the public for a couple of days. There will be changes to the SIP servers. Envisionware, which we use for the computer lab and printing, is more complicated and may take a couple of extra days to get back up and running. Once the switch is made there should be no differences in what the staff or patrons see. The staff will still report for duty on the days we are closed and work on other projects.

BYLAW AMMENDMENT TO CHANGE MEETING TIME. It was determined that there were not enough members present to vote on a bylaw amendment since that would take a 2/3 vote. There was some discussion about how it might be possible to change the time for the next meeting to 8:30.

APPROVAL OF FINANCALS FOR AUDIT. There was some discussion about if the yearend financials need to be approved by the board before they are audited. It was decided to approve them.

The motion was made (Sharon Hargraves) and seconded (Renee Wray- Davis) to approve the financials for the audit.

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

NEW BUSINESS

ASSISTANT DIRECTOR AND CHILDREN'S LIBRARIAN. Additional money has been freed up in the budget from the retirement line item by the second lump sum payment to TCRS. Michelle suggests this money be used to split the Assistant Director and the Children's Librarian position into two roles. The Assistant Circulation Supervisor position is currently vacant and it will be eliminated to make room for the second role. Cecilie Maynor was asked if it is typical for these two positions to be filled by separate people in a library of this size. She said it is and gave a couple of examples from peer libraries in our region who have a separate person in each. Michelle shared edited job descriptions of the two roles with the board. She said she may make further edits. The qualifications profile of the Assistant Director is being revised to include qualifications from business management and human resources. She further suggested that the Children's Librarian be re-named Family Literacy Librarian to better demonstrate our commitment to literacy for the entire family. She suggested salaries for each of these positions. The board asked if these would be internal hires or external hires. Michelle stated that she was

very impressed with the quality of applicants for the external Circulation Supervisor position and would probably post them both internally and externally.

The motion was made (Sharon Hargraves) and seconded (Bill Moore) to establish the positions of Family Literacy Librarian with a salary of \$34,000/yr. and Assistant Director with a salary of \$43,000.

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

FOLLOW UP MOTIONS.

The motion was made (Chris Causey) and seconded (Bill Moore) to set the effective date for the new handbook as October 1st

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

The motion was made (Sharon Hargraves) and seconded (Bill Moore) to move the next regular meeting on November 12th to 8:30 am.

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

ADJOURNMENT

The meeting adjourned by consensus. The next meeting will be November 12th at 8:30 am.