

# MINUTES

## STOKES BROWN PUBLIC LIBRARY BOARD MINUTES

March 10, 2023

### IN ATTENDANCE

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Board Members present: Norma Dutton, Sharon Hargraves, Tim Harris, Martin Morgan, Paul Nutting, Jim Stelluto and Renée Wray-Davis

Others present: Cecilie Maynor (Regional Director), Michelle Adcock (SBPL Director), Michaela Willbanks (SBPL Assistant Director), Lynn Slabaugh (SBPL Administrative Assistant), Susan Guthrie (Friends of the Gorham-MacBane Public Library), Guest, Lee Marie Astier and Guest, Krista Kiesle

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

### APPROVAL OF BOARD MINUTES (November 18, 2022 and January 13, 2023)

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**The motion was made by Paul Nutting and seconded by Sharon Hargraves to approve the Minutes for November 18, 2022 and January 13, 2023.**

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

### REPORT OF THE TREASURER

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Steve Pierson was not present but had provided Financial Statements dated November 30, 2022-December 31, 2022 and January 31, 2023-February 28, 2023. Tim Harris read an email from Mr. Pierson to Michelle Adcock summarizing said Financial Statements. Mr. Pierson's email also stated to call him if anyone has questions.

**The motion was made by Sharon Hargraves and seconded by Renee Wray-Davis to approve the financials as presented.**

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

## REPORT OF THE REGIONAL LIBRARIAN

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The Report of the Regional Librarian was given by Cecilie Maynor. Cecilie offered congratulations to Norma Dutton for completing the Trustee Certification. She said she has also met with Martin Morgan and Suzanne Glover for orientation. She advised that Board members must apply for Trustee Certification before June.

Cecilie stated that we are seeing a lot of book challenges and that our reconsideration form should be up to date. Tim Harris advised that there is a current bill before the legislature regarding open meetings requiring pre-posting the meeting agenda. Michelle read our public comment section from our by-laws and a discussion was held regarding possible changes we may want to make, or changes we will need to make if the bill passes.

Cecilie stated that the Youth Services Roundtable is scheduled in March and it will be hybrid. Also, Decluttering Your Collection is scheduled for April 25 at the Regional office. The Level 5 Summit for Directors is scheduled for November 14 and 15 in Knoxville. The Tennessee Library Association Conference is scheduled for April 11-13 in Memphis.

## REPORT OF DIRECTOR

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The Report of Director was given by Michelle Adcock. Michelle stated that our library visits and program attendance numbers were both up and that our total circulation numbers were up by over 2,000 from January 2022. She stated that we resumed computer classes for adults, which have been very popular. Also, the 5G hotspots are successfully circulating and we anticipate an increase in demand. Michelle discussed some programs that the library has hosted, including a Pinewood Derby for kids and adults, which enabled them to learn physics and how to use power tools. Our community partners donated trophies for the fastest cars and medals for the best decorated.

Michelle stated that we have begun the process of adding an RFID tag to over 66,000 items. The project is slated to last 18 months, and when completed, will allow us to serve the public more efficiently.

In February, we held a very successful Harry Potter Night, as well as Take Your Child to the Library Day. The library partnered to bring a mammogram bus to our community. The Health Department handed out information on services and received the test results for those without physicians. The Family Resource Center and TN Kids Nutrition made it possible for us to distribute bras donated from local stores during the event.

Michelle discussed upcoming events including our first Jam Session and Picnic in the Community Room. On March 21 we will be having free hearing screenings for the public. In May, we will once again participate in the Downtown Literacy Walk with Robertson County Schools. Upcoming computer class topics include Excel 101, Excel 201, Excel 301, Internet Safety and Resumes & Cover Letters.

#### REPORT OF BUDGET COMMITTEE

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Tim Harris presented the proposed 23-24 library budget to the board. It includes a 3% salary increase for employees and does not include a request for increased funding from the City or County. The budget needs to be to both the City and County by April 1. Mr. Harris stated that the Budget Committee recommends that we approve the 2023-2024 budget presented.

**The motion was made by Martin Morgan and seconded by Renee Wray-Davis to approve the 2023-2024 budget as presented.**

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

#### PROGRAM POLICY

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Michelle Adcock presented the proposed Program Policy and suggested that an attorney review it.

**The motion was made by Paul Nutting and seconded by Martin Morgan to approve the Program Policy contingent on it passing the approval of the Robertson County Attorney.**

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

REPORT OF THE NOMINATING COMMITTEE AND PRESENTATION OF SLATE OF OFFICERS & SUGGESTED APPOINTMENTS FOR FY 2023-2024.

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The report of the Nominating Committee and presentation of slate of officers and suggested appointments for FY 23-24 was given by Sharon Hargraves, as follows, and the vote will be on the May agenda:

Harold Barbee for his 2<sup>nd</sup> term  
Renee Wray-Davis for her 1<sup>st</sup> term  
Paul Nutting for his 2<sup>nd</sup> term

The Officers will remain as follows:

Tim Harris, Chair  
Sharon Hargraves, Vice-Chair  
Paul Nutting, Treasurer  
Renée Wray-Davis, Secretary

OLD BUSINESS:

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**TECHLOGIC RFID APPROVAL:** Michelle Adcock discussed that we went with the lowest quote, which was from TechLogic. They were also the only source of some of the desired features such as integration with our ILS system. The cost is being covered by a grant from the Stokes and Sarah Brown Charitable Foundation. As discussed in the previous meeting the project had to move forward before the expiration of the bid. Sharon Hargraves inquired as to how implementing self-checkout will affect staff positions. She asked if some would move to other positions or possibly be eliminated. Michelle said that she anticipated that this would happen organically as many staff leave for college or leave for other reasons.

**The motion was made by Sharon Hargraves and seconded by Jim Stelluto to approve the TechLogic contract.**

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

LIBRARY CARPET: Michaela Willbanks discussed the three quotes that we received for the carpet replacement in the Community Room. The lowest quote is the Flooring Center at \$12,610.08. The funds to cover the cost have been provided by the Stokes and Sarah Brown Charitable Foundation and are currently being held by the Stokes Brown Public Library Foundation.

**The motion was made by Paul Nutting and seconded by Martin Morgan to accept the lowest bid for carpet replacement.**

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

STRATEGIC PLAN OBJECTIVES: Michelle Adcock discussed our Strategic Plan 2023-2025, a copy of which was provided, and advised that some of the objectives have already been met. She further discussed that there was a slight change in Goal B.

**The motion was made by Paul Nutting and seconded by Sharon Hargraves to accept the Strategic Plan 2023-2025 as revised.**

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

NEW DIRECTOR EVALUATION: Tim Harris discussed the Library Director Annual Performance Evaluation form. John Grubbs at MTAS created this form for the board's consideration. A discussion was held regarding the possibility of employees evaluating the director.

**The motion was made by Paul Nutting and seconded by Martin Morgan to accept the Library Director Annual Performance Evaluation form provided by John Grubbs, and at this time, there be no employee evaluation of the director.**

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

ACCOUNT SIGNERS: Michelle Adcock discussed that US Bank wants us to sign the Master Service Agreement. She said that the account is already open but they want accurate signer information. After discussion, the following motion was made:

**The motion was made by Sharon Hargraves and seconded by Martin Morgan to allow Michelle Adcock and Paul Nutting to sign the Master Service Agreement.**

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

JANITORIAL CONTRACT: Michaela Willbanks reported that we have received two bids for the janitorial contract. The lowest bid is from TNT Group.

**The motion was made by Paul Nutting and seconded by Sharon Hargraves to accept the lowest bid for the janitorial contract.**

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

GRANT OF \$7,000.00 FROM THE DRAUGHON FOUNDATION: For Sphero Robots, The Mailbox Plus Database, Launchpads

**The motion was made by Martin Morgan and seconded by Jim Stelluto to approve the disbursement of the grant from the Draughon Foundation as presented.**

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

CIRCULATION RULES FOR SHPERO ROBOTS & GRAPHING CALCULATORS: Michelle Adcock stated that she would like for the circulation rules for the Sphero Robots and graphing calculators to be the same as for books: 2 week checkout and \$.10 per day late fee.

**The motion was made by Paul Nutting and seconded by Sharon Hargraves to adopt the circulation rules for the Sphero Robots and graphing calculators as presented by Michelle Adcock.**

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

NEW BUSINESS

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OPED – PRE 65 RETIREE HEALTH INSURANCE. Michelle Adcock stated that every year we have the option to continue to offer the Retiree Health Insurance.

**The motion was made by Paul Nutting and seconded by Jim Stelluto to continue the current OPED Pre-65 Retiree Health Insurance policy.**

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

ADDITION OF TECHNOLOGY INSTRUCTOR AND TRANSLATOR POSITIONS: Michelle Adcock discussed that the funds for these positions are in the budget for next year. The Technology Instructor would be an internal hire, and the Translator would be an external hire.

**The motion was made by Martin Morgan and seconded by Sharon Hargraves to approve the positions of Technology Instructor and Translator.**

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

ADDITIONAL DISCUSSION: Tim Harris discussed that since the last Board meeting, the library has had four suspensions of patrons. He stated that for the safety of the Staff, Staff members should not attempt to confront patrons.

ADJOURNMENT

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The meeting adjourned by consensus.

THE NEXT BOARD MEETING IS MAY 12, 2023 AT 8:30 A.M.