

RUTHERFORD COUNTY LIBRARY SYSTEM

BOARD OF DIRECTORS

MINUTES OF MEETING

Monday, February 1, 2021

MEMBERS PRESENT:

IN-PERSON	ZOOM
Janita Baucum	Judge Lynn Alexander
Tim Bowling	Lauren Brandon
Rollie Holden Jr.	Madelyn Scales Harris
Lynette Ingram	Lisa Trail
Phil King	Chris West
Dr. Frank Lambert	
Susan McGannon	

MEMBERS ABSENT:

Steve Sullivan

OTHERS PRESENT:

IN-PERSON	ZOOM
Rita Shacklett, Director, RCLS	Kathleen Tyree, Branch Manager, TEC
Ginger Graves, Branch Manager, Smyrna Library	Kate Huddleston, Asst. Director, Stones River Regional Library
Mindy Barrett, Branch Supervisor, MGL Library	Sandra Pineault, President, Friends of Linebaugh Library
Donna Jordon, Branch Supervisor, Eagleville Library	Brittany Stevens, President, Friends of Smyrna Library
Carol Ghattas, Branch Manager, Linebaugh	Niki Bernett, Smyrna Staff
Elsa Britt, Recorder	Al Brittain, Smyrna Staff
	Dave O'Flaherty, Linebaugh Staff

OTHERS ABSENT:

Beth Wheeler, President, Friends of Eagleville Library

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CALL TO ORDER:

The regular meeting of the Board of Directors of the Rutherford County Library System was called to order by Mr. Holden, Chair, on Monday, February 1, 2021, at 5:00 p.m. at MGL Library and via Zoom Seven (7) board members attended in person and five (5) via Zoom.

WELCOME NEW MEMBERS/SPECIAL GUESTS (IF ANY):

None.

REVIEW AND APPROVAL OF MINUTES OF PRIOR MEETING:

The Minutes of Meeting held on December 7, 2020 were presented for approval. On page 3, second line, Mr. Holden added the word “*nominating*” to read: “member of all Board Committees except “Nominating”. There being no further corrections, additions, and/or changes Ms. Baucum made a motion to approve the minutes as amended. Ms. McGannon seconded.

Roll call votes:

NAME	YES	NO	NOTES
Judge Lynn Alexander	✓		
Janita Baucum	✓		
Tim Bowling	✓		
Lauren Brandon	✓		
Rollie Holden Jr	✓		
Lynette Ingram	✓		
Phil King	✓		
Dr. Frank Lambert	✓		
Susan McGannon	✓		
Madelyn Scales Harris	✓		
Lisa Trail	✓		
Chris West	✓		
TOTAL	12	0	

Motion approved.

CONSENT AGENDA:

None.

REPORTS FROM COMMITTEES OF THE BOARD

Budget and Finance: Mr. Bowling presented and made a motion for the acceptance of financial reports ending on November 30, 2020 and December 31, 2020. Ms. Ingram seconded.

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Roll call votes:

NAME	YES	NO	NOTES
Judge Lynn Alexander	✓		
Janita Baucum	✓		
Tim Bowling	✓		
Lauren Brandon	✓		
Rollie Holden Jr	✓		
Lynette Ingram	✓		
Phil King	✓		
Dr. Frank Lambert	✓		
Susan McGannon	✓		
Madelyn Scales Harris	✓		
Lisa Trail	✓		
Chris West	✓		
TOTAL	12	0	

Motion approved.

Mr. Bowling presented the proposed budget for FY 2021-22 highlighting the following increases:

- ✓ 2% salary increase based on annual performance evaluation.
- ✓ A separate budget for the Technology Engagement Center (TEC) for the first time.
- ✓ Administrative costs (lease of the Admin building, vehicle insurance, and bookkeeping services are now split between branches)
- ✓ Allocated a 15% increase in health insurance costs.
- ✓ Additional staff hours/positions:
 - Smyrna – hiring a full-time Library Assistant (staff turn-over of part time positions is very high in Smyrna. Hopefully, this measure will give stability in staffing issues).
 - TEC – hiring a part-time Library Circulation Supervisor (25 hrs/week).

After discussions and answering questions from the Board, Mr. Bowling made a motion to approve the Proposed Budget for FY 2021-22. Ms. McGannon seconded.

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Roll call votes:

NAME	YES	NO	NOTES
Judge Lynn Alexander	✓		
Janita Baucum	✓		
Tim Bowling	✓		
Lauren Brandon	✓		
Rollie Holden Jr	✓		
Lynette Ingram	✓		
Phil King	✓		
Dr. Frank Lambert	✓		
Susan McGannon	✓		
Madelyn Scales Harris	✓		
Lisa Trail	✓		
Chris West	✓		
TOTAL	12	0	

Motion approved.

Personnel Committee: Mr. West had nothing to report at this time but mentioned the committee will start working on Employee Handbook in March.

By-Laws & Policies:

✓ **PM-500 Board of Directors:** Ms. McGannon presented the proposed Board of Directors' policy with highlighted changes based on comments raised at the December 2020 meeting:

- Under Section (d), another paragraph was added to address the responsibilities of individual Board members. The new text incorporates the duties established by laws and State Standards and sets forth behavioral expectations.
- Under Section (j), the committee amended the section on public hearings by stressing that any questions from the member of the public addressing the Board should be addressed to the Board rather than to an individual staff member and by clarifying how the time limit will be applied if a Board member has a question of the citizen.

Ms. McGannon moved for the adoption of PM-500 Board of Directors. Judge Alexander seconded.

Roll call votes:

NAME	YES	NO	NOTES
Judge Lynn Alexander	✓		
Janita Baucum	✓		
Tim Bowling	✓		
Lauren Brandon	✓		
Rollie Holden Jr	✓		
Lynette Ingram	✓		
Phil King	✓		
Dr. Frank Lambert	✓		
Susan McGannon	✓		
Madelyn Scales Harris	✓		
Lisa Trail	✓		
Chris West	✓		
TOTAL	12	0	

Motion carried.

- ✓ **Revisions of Policy Manual Chapters 1 and 2:** Ms. McGannon presented the proposed revisions for review. The Committee reorganized the chapters so that Chapter 1 is foundational with an overall guide to the Policy Manual, a glossary, and a number of American Library Association policies which were adopted previously. The restructuring of Chapter 1 meant that the current Chapter 1 became Chapter 2, etc. The Committee also re-numbered the existing policies in sequence rather than reserving numbers for later insertions. Among other changes, the Committee expanded the non-discrimination provisions (PM 200); added Board members to the staff's exemption from fines (PM 201); clarified the responsibility of parents for children in a Library (PM 202); and carefully reviewed and tweaked the lengthy Rules of Conduct provisions (PM 204).

Ms. McGannon made a motion to approve Chapters 1 and 2 with the following policies:

- PM 100 – Overview
- PM 101 – Glossary of Terms
- PM 103 – Library Bill of Rights
- PM 104 – American Library Association Code of Ethics
- PM 105 – Freedom to Read Statement
- PM 106 – Freedom to View Statement

- PM 107 – ALA Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage
- PM 200 – Service Community
- PM 201 – Borrowing Privileges (**NOTE: The Board discussed and agreed to remove the Board members’ exemption from fines.**)
- PM 202 – Children in RCLS Facilities
- PM 203 – Internet Use
- PM 204 – Rules of Conduct (including applicable forms)
- PM 205 – Confidentiality of Records

Ms. Baucum seconded.

Roll Call votes:

NAME	YES	NO	NOTES
Judge Lynn Alexander	✓		
Janita Baucum	✓		
Tim Bowling	✓		
Lauren Brandon	✓		
Rollie Holden Jr	✓		
Lynette Ingram	✓		
Phil King	✓		
Dr. Frank Lambert	✓		
Susan McGannon	✓		
Madelyn Scales Harris	✓		
Lisa Trail	✓		
Chris West	✓		
TOTAL	12	0	

- ✓ Ms. McGannon mentioned that Chapters 3 and 4 will be presented at next month’s meeting.
- ✓ Mr. Holden raised an issue concerning RCLS and/or its branches’ closures/hours adjustment. Who has the authority to close a branch or the system for what period of time and for what reason? Records show there has been an unwritten or informal policy as to when the System or a branch closed and who authorized it:
 - Emergency Closing – Inclement weather, staffing shortage due to sickness or some other type of emergency. The Library Director or a branch manager made the decision, and it was usually for a day or a maximum of three days only.
 - Scheduled/Planned/Long-Term Closing – When there was necessary work or renovations to be done in the library that requires the system or branch to be closed for a week or two or longer, requests were being made for the Board’s approval.

At the beginning of the Covid-19 Pandemic, the Library Board voted to shut down the entire library system. On April 23, 2020, the Library Board voted to re-open the library system on May 1, 2020 based on guidelines/safety protocols developed by the Director, Branch Managers and supervisors.

On August 17, 2020, the Library Board approved library branch managers' flexibility to adjust their hours of operation as needed. The Board would be informed any time this occurred.

A situation has come up at Linebaugh Library that crosses a line from a short-term emergency closure to a longer-time closure. Linebaugh has been closed for the past two (2) weeks (January 15 – February 1, 2021), due to staff shortage (some staff contracted or were exposed to the Covid-19 virus). The Library Board was then informed that Linebaugh planned to close the library for the entire month of February due to safety risks being posed to staff due to non-compliance to Covid-19 safety protocols by some patrons.

Mr. Holden opened the floor for discussion to see how the Board wants to handle the issue and whether a defined policy is needed.

Mr. Bowling made a motion directing Linebaugh Library to re-open to the general public on Wednesday, February 3, 2021. Ms. Trail seconded.

Discussions:

Ms. Ghattas, Linebaugh Library Branch Manager, stressed that the library is closed to patrons only. Staff continues to work providing the following services: curbside service, notary service, allowing patrons to come in to use the Drivers' License kiosk, Bookmobile runs, and they have started home delivery service for patrons that are confined to homes. Ms. Ghattas felt she exhausted all efforts to solve the issue, but the problem persists to the point of staff resigning due to safety risks.

Ms. Huddleston mentioned that Wilson Library have similar problems. Their solution was to limit patrons inside the library for 30 minutes only; from browsing to checking out books, including the use of computer (computer usage can be extended if patron is filing for unemployment benefits, job applications, job interviews, boating tests).

Ms. Huddleston also reported state of other libraries in Middle Tennessee area:

- Bedford County – closed, open to curbside service only
- Franklin County – closed, open to curbside service only
- Warren County – closed, open to curbside service only
- Marion County – closed, open to curbside only
- Moore County – opened for a while then, closed, open to curbside service only
- Trousdale County – opened for a while then, closed, open to curbside service only
- Cannon County – open to the public, computer use is by appointment only

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- Grundy County – open to the public, normal hours
- Mt. Juliet City – opened to the public recently
- Lebanon City and Wilson County – open, normal hours
- Watertown City – hybrid: Open some days of the week, other days they are open to curbside service only.
- Williamson (Nashville Public Library) – closed, open to curbside service only, use of computer is by reservation only
- Franklin City – only one branch is closed and open to curbside service only. Other branches are open

Ms. McGannon suggested the motion be amended directing Linebaugh to open the library to the general public on Tuesday, February 16, 2021 and recommend to the Board plans addressing these issues.

Mr. Bowling amended his motion directing Linebaugh Library to submit innovative plans to the Board, addressing issues of patrons’ non-compliance to Covid-19 protocols, and to open the library to the general public on Monday, February 8, 2021. Ms. Trail seconded.

Roll call votes:

NAME	YES	NO	NOTES
Judge Lynn Alexander	✓		
Janita Baucum	✓		
Tim Bowling	✓		
Lauren Brandon		X	
Rollie Holden Jr	✓		
Lynette Ingram	✓		
Phil King		X	
Dr. Frank Lambert			Left the meeting early
Susan McGannon		X	
Madelyn Scales Harris	✓		
Lisa Trail	✓		
Chris West	✓		
TOTAL	8	3	

Motion passed.

- ✓ The Bylaws and Policies Committee will meet again to come up with a policy that will firmly delineate authorities and define when to close/open and adjust hours of the library system.

Nominating: Judge Alexander had nothing to report at this time.

Development & Acquisitions: Mr. King reported that Ms. Ghattas referred a letter to the Committee that she received from Mr. Stanley Rose. In his letter, Mr. Rose mentioned that his uncle, George Preston Frazer, donated a painting to the library in 1994. This painting is a portrait of The Right Honorable Lord Hailsham, who served as Lord Chancellor of England from 1970-1974. Mr. Rose would like to have the painting since the donor was a relative and they would like to keep it in the family. The painting is currently in storage.

The Committee discussed the matter and agreed to allow the painting to be returned to the family. Mr. King made a motion for the Board to agree to return the painting provided Linebaugh Library is not responsible for arranging to ship out the painting, shipping and handling costs including insurance cost. Further, Mr. Rose will indemnify the Linebaugh Library from any penalties, liabilities, losses, or damages that may arise as a result of returning the painting. Ms. McGannon seconded.

Discussions:

Ms. Shacklett said that the painting was listed in Linebaugh's fixed assets in 1994, received from the Virginia Tech, valued at \$25,000.00 but she does not know where that valuation came from; there was no documentation as to who and when the painting was donated.

Ms. Trail raised an issue that as a non-profit, is Linebaugh Library allowed to give away an asset that has a valuation of \$25,000.00 in 1994?

Ms. McGannon suggested the Committee make a determination to address the surplus property and valuation issues as well as the claimant's relationship with somebody in Murfreesboro before making a final decision.

Mr. King rescinded his motion and will conduct due diligence as suggested by Ms. McGannon.

Strategic Planning: Dr. Lambert left the meeting at 6:18 p.m.

Facility Maintenance: Vacant. Please contact Mr. Holden if you wish to chair this committee.

REPORTS FROM LIBRARIES:

Linebaugh Library: Ms. Ghattas added that to date, 67 people signed up to the Winter Reading Program.

MGL Library: Ms. Barrett had nothing to add to her written reports.

Technology Engagement Center (TEC): Ms. Tyree had nothing to add to her written reports.

Friends of Linebaugh Library (FOLL): Ms. Pineault reported the following:

- ✓ Grand total 2020 FOLL volunteer hours = 2,917.
- ✓ 2020 membership = 200.
- ✓ Working on setting up a FOLL eBay account. Currently, FOLL is selling through one of its board members' eBay accounts. To date, \$2,627.57 were collected from books sold through eBay.
- ✓ Secured an agreement with Orkin to spray the bookstore for pests every month.
- ✓ Passed a resolution to pay for and installation of a new awning for the bookstore as well as patio tables for the Linebaugh patio.

Smyrna Library: Ms. Graves had nothing to add to her written reports.

Friends of Smyrna Library: Ms. Stevens left the Zoom room early.

Eagleville Library: Ms. Jordon had nothing to add to her written reports.

Friends of Eagleville Library: Ms. Wheeler was absent. Ms. Jordon had nothing to report on her behalf.

Rutherford County Library System (RCLS): Ms. Shacklett had nothing to add to her written reports.

Rutherford County Library Foundation (RCLF): Ms. Shacklett reported the RCLF is moving forward with their fundraiser on May 1, 2021 – *A Lively Evening on Main*. The RCLF Board recruited two more board members. Mr. Lee, the RCLF chair, is working to get two more for a total of 17, a maximum number under its bylaws.

Stones River Regional Library (SRRL): Ms. Huddleston reported the following:

- ✓ **Upcoming Workshops & Events:**

Date	Subject	Speaker	Location
Feb.18-19 th , 2021	Virtual Children's Roundtable	Kate Huddleston & Kate Smith	Virtual 1:00-3:00pm
March 5, 2021	Robert's Rules of Order	Dr. Robert Blair, MTSU	Virtual
March 16, 2021	Teen Librarian Summit	Kate Smith	Virtual
March 24, 2021	Workplace Communication	Dr. Rubin Cockrell	Virtual
April 30, 2021	Technology Tools for Libraries	Dr. Desiree Alexander	Virtual

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- ✓ Ingram and many book vendors are having a terrible time with orders due to shutdowns and the pandemic. Please put your orders in ASAP. Many orders are taking up to 4 weeks or longer to be confirmed and reach your library. If you are closing or scaling back to curbside be sure to let us know so that we can help monitor your orders and inform you of incoming shipments. Also, let us know if your packing slips have errors or are combined, this is an issue with some vendors.

OTHER BUSINESS:

None.

The meeting adjourned at 7:00 p.m.