

**RUTHERFORD COUNTY LIBRARY SYSTEM
BOARD OF DIRECTORS
MINUTES OF MEETING
Monday, March 15, 2021**

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Steve Sullivan

OTHERS PRESENT:

IN-PERSON	ZOOM
Rita Shacklett, Director, RCLS	Kathleen Tyree, Branch Manager, TEC
Carol Ghattas, Branch Manager, Linebaugh	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
Lance Lee, Chair, Rutherford County Foundation Board	Niki Bennett, Smyrna Staff
Elsa Britt, Recorder	

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, March 15, 2021, at 5:00 p.m. at MGL Library and via Zoom. Five (5) board members attended in person and seven (7) by Zoom.

WELCOME NEW MEMBERS/SPECIAL GUESTS (IF ANY):

None.

REVIEW AND APPROVAL OF MINUTES OF PRIOR MEETING:

The Minutes of Meeting held on February 1, 2021 were presented for approval. On page 7, first paragraph, Mr. Holden amended the second sentence to read: “On April 23, 2020, the Library Board voted to re-open the library system on May 1, 2020 to staff only and on May 4, 2020 for curbside service, based on guidelines/safety protocols developed by the Director, Branch Managers and supervisors. This sentence was added: “On May 26, 2020 Called Meeting, the Board approved to re-open the library system on June 1, 2020 to the general public”. There being no further corrections, additions, and/or changes Mr. King made a motion to approve the minutes as amended. 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			Arrived late
Chris West	✓		
TOTAL	11	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 February 28, 2021. Dr. Lambert seconded.

Library Board Minutes

March 15, 2021

Page 3 of 7

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			Arrived late
Chris West	✓		
TOTAL	11	0	

Motion approved.

Personnel Committee: Mr. West reported the committee met prior to tonight’s meeting and began reviewing the Employees Handbook.

By-Laws & Policies:

- ✓ Ms. McGannon presented the Chapter 3 of the Policy Manual and made a motion to approve PM 300 – PM 311 except PM 302 as it needs more input from the Smyrna Library Manager. Mr. Bowling 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.

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

Development & Acquisitions: With reference to the Lord Hailsham portrait, Mr. King reported that Mr. Stanley Rose is willing to indemnify the Linebaugh Library from any penalties, liabilities, losses or damages that may arise as a result of giving the portrait to him. Further, Mr. Rose will be responsible for shipping arrangements for the painting, including all associated costs. Ms. McGannon made a motion to authorize staff to proceed with negotiating based on terms that have been discussed. Upon receipt of the executed document satisfactory to the Board, the Board will give its final approval. Mr. King 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	11	1	

Motion approved.

Strategic Planning: Dr. Lambert had nothing to report at this time.

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

REPORTS FROM LIBRARIES:

Linebaugh Library: Ms. Ghattas added the following to her written reports:

- ✓ Resignation of Laura Loggins, Youth Services Coordinator effective March 30, 2021.
- ✓ Winter Reading Program: 90 people signed up, 56 completed their reading, 394 reviews were done.
- ✓ The Master Gardener series first podcast went live the first week of March. Access to the podcast and handouts can be downloaded by visiting www.rclstn.org.

MGL Library: Ms. Barrett added the following to her written reports:

- ✓ Started a Virtual Movie Club.
- ✓ Drive-through Easter Event in partnership with Patterson Park and financial assistance from Friends of Linebaugh Library.

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

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

- ✓ Cut the price of \$2/bag books to \$1/bag. Sold 200 bags for \$200.00 for the month of February.
- ✓ IT department donated proceeds of the sale of some old computer equipment, \$400.00, to FOLL.
- ✓ eBay store made \$655.00 in sales in February.
- ✓ Voted to purchase a bench and a table for the TEC.
- ✓ Received a huge donation of children's books from a retiring teacher. FOLL will give these books to classroom and homeschool teachers on Saturday, March 27, 2021 from 9 am – 2 pm in Linebaugh's Club Room.
- ✓ Voted to resume in-person book sales in May: May 8 for members only and May 15 for the general public.

Smyrna Library: Ms. Graves was absent.

Friends of Smyrna Library: Ms. Stevens reported the following:

- ✓ Board retreat held in February.
- ✓ Membership drive to be held this Summer.
- ✓ Research grants that are available for libraries.

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

Friends of Eagleville Library: Ms. Wheeler was absent. Ms. Jordon reported the following on her behalf:

- ✓ Membership drive through emails.
- ✓ Working on list of sponsors for the Rutherford County Foundation Board's first fundraising event that they will be contacting or have contacted.
- ✓ Signed up for a membership with the Eagleville Commerce and Merchants Association.
- ✓ A mini-book sale to take place with the First Friday festivities on April 9th.
- ✓ Looking for applying for a grant to set up a permanent Story Book Walk at the City of Eagleville Park.

Rutherford County Library System (RCLS): Ms. Shacklett added the following to her written reports:

- ✓ Ms. Shacklett & Mr. Bowling met with Rutherford County Mayor, Bill Ketron, and his team to discuss the RCLS budget for FY 2021-22.
- ✓ Received an invitation from Craig Tindall, City Manager for the City of Murfreesboro for a meeting to discuss “Library – Future Planning”. Ms. Shacklett will keep the Board posted about this meeting.

Rutherford County Library Foundation (RCLF): Mr. Lee, Chair of the RCLF give the following updates:

- Event promotions/marketing:
 - ✓ Sponsorship packets were sent out on February 10, 2021
 - ✓ Save the Date cards were mailed on February 12-15, 2021
 - ✓ An email was sent to library staff for their support and to spread the word about the event. The Board approved a discounted price of \$15.00 per person for staff members.
 - ✓ Posters were sent out to library branches promoting the event.
 - ✓ A link to the event has been posted on the Foundation’s page on RCLS’s website for:
 - Event overview
 - Sponsorship opportunities
 - Sponsors. Core sponsors – Middle Tennessee Electric, Atmos Energy, Smyrna Ready Mix Concrete, John Harmon Home Team
 - Vendors and Entertainment for the Event
 - The page also has a link to EventBrite where you can purchase tickets.
 - Carol Ghattas, and Jacqueline Edwards (RCLF Board member) are coordinating promotions on social media and the RCLS website.
 - ✓ Mr. Lee and wife, Christie, set up the EventBrite and it is now live
 - ✓ Piggybacked on RCLS’s social media platforms taking advantage of its followers already on Facebook, Twitter and Instagram.
 - ✓ Confirmed vendors/services:
 - Stewart’s Special Events (tents, tables, chairs)
 - Smokin’ Butzz (food, BBQ)
 - Rolled 4 Ever Ice Cream (dessert, ice cream)
 - Parkway Wine & Spirits (liquor, wine)
 - Cedar Glade Brews (beer)
 - Chase Clanton and the Vintage Vibes (music)
 - Rutherford County Historical Society (story-telling program)
 - Julie’s Bartending Service (bartenders, cups, straws, napkins)
 - Photo stations
 - Signs/banner by FastSigns (Jeremy Florida)
 - Decorations (Eva Graalman/Carlton Miller)

Library Board Minutes

March 15, 2021

Page 7 of 7

➤ Actions needed:

- ✓ Compilation of sponsors contacted/will be contacting.
- ✓ Press release – first week of April.
- ✓ Teasers/video clips promoting our sponsors and the event. – 3 weeks prior and leading up to the event.
- ✓ RCLS staff will prepare a pre-recorded program for children, and possibly other things.
- ✓ Mr. Lee & Ms. Shacklett will be on WGNS on March 16 (Tuesday) to talk about the event.

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

✓ **Upcoming Workshops & Events:**

Date	Subject	Speaker	Location
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
May 14, 2021	Create Your Best Website	Laura Solomon	Virtual

- ✓ The deadline for the CARES Grant and Tech Grant is April 30, 2021.
- ✓ Book orders need to be completed by the end of this month. Vendors are having a hard time with orders due to shutdowns and the pandemic.
- ✓ There is a bill in the State House and Senate currently to disband the regional boards. If passed, the new law will take effect July 1, 2022.

OTHER BUSINESS:

Mr. Holden took a few moments to remember Marilyn Castelli who passed away in January 2021. Ms. Castelli served as a Board member from 1980-1992 and again from 2007-2016. She served as Treasurer from 2013-2016. Ms. Castelli was a wonderful person to be around and to work with. The number of years she served with the Library Board, was a testament to her commitment and care for the library system.

The meeting adjourned at 6:15 pm.