

RUTHERFORD COUNTY LIBRARY SYSTEM
BOARD OF DIRECTORS
MINUTES OF MEETING
Monday, June 21, 2021

MEMBERS PRESENT:

Janita Baucum	Dr. Frank Lambert
Tim Bowling	Steve Sullivan
Lauren Brandon	Lisa Trail
Rollie Holden Jr.	Phil King (arrived at 6:00 pm)

MEMBERS ABSENT:

Madelyn Scales Harris	Lynette Ingram
Susan McGannon	Chris West

OTHERS PRESENT:

Rita Shacklett, Director, RCLS
Carol Ghattas, Branch Manager, Linebaugh
Ginger Graves, Branch Manager, Smyrna Public Library
Mindy Barrett, Branch Supervisor, MGL Library
Kathleen Tyree, Branch Manager, TEC
Kate Huddleston, Director, Stones River Regional Library
Sandra Pineault, President, Friends of Linebaugh Library
Elsa Britt, Recorder

OTHERS ABSENT:

Donna Jordan, Branch Supervisor, Eagleville Library
Beth Wheeler, President, Friends of Eagleville Library
Brittany Stevens, President, Friends of Smyrna 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, June 21, 2021, at 5:00 p.m. at MGL Library.

WELCOME NEW MEMBERS/SPECIAL GUESTS (IF ANY): None

REVIEW AND APPROVAL OF MINUTES OF PRIOR MEETING:

The Minutes of Meeting held on May 17, 2021, were presented for approval. There being no corrections, additions, and/or changes Mr. Sullivan made a motion to approve the minutes as presented. Ms. Trail seconded. Motion carried.

CONSENT AGENDA: None

REPORTS FROM COMMITTEES OF THE BOARD

Budget and Finance: Mr. Bowling reported that the monthly financial statements from Pinnacle Bank were received late, hence, financial reports ending May 31, 2021 are not complete yet. The proposed budget for FY 2021-22 is still being deliberated by the funding bodies.

Personnel Committee: Mr. West was absent.

By-Laws & Policies: Ms. McGannon was absent. Dr. Lambert presented the following policies (included in the Board packet):

- ✓ PM-410 – Virtual Reality and Video Games
- ✓ PM-411 – Makerspace Use
- ✓ PM-412 – Interlibrary Loan
- ✓ PM-413 – Statistics and Reporting

Dr. Lambert reported that there are no changes in the wordings of the above policies with the exception of the following for PM-413, sections c and d:

(c) *Data will be compiled and calculated on a monthly basis.*

(d) *In addition to the manual report, RCLS utilizes and extracts data using collection management software.*

The Bylaws and Policies Committee approved the suggested changes, and with that, Dr. Lambert made a motion to approve policies PM 410 – 412 as presented, and PM-413 with changes. Mr. Sullivan seconded. Motion carried.

Nominating: Mr. Holden announced that Judge Alexander submitted her resignation from the Board on June 7, 2021 effective immediately. Ms. Trail has agreed to chair the Nominating Committee. Ms. Trail reported that with Judge Alexander's resignation, it created several vacancies on the Board:

- ✓ Secretary. Ms. Ingram has agreed to serve as a Secretary for the remainder of Judge Alexander's remaining term. As Judge Alexander was also approved as Secretary for next year (July 2021 – June 2022), Ms. Trail made a motion to approve Ms. Ingram to serve as Secretary for next year pending upon her acceptance. Ms. Baucum seconded. Motion carried.
- ✓ Board representative from Smyrna. Mr. Sullivan reported that the Town Council of Smyrna received an application from Sylvanye Roh, a resident of Smyrna, who is interested to serve as an RCLS Board member. Her application is in the docket for the Smyrna Town Council meeting in July.

Development & Acquisitions: Mr. King came in late. Nothing to report at this time.

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

Facility Maintenance: Ms. Baucum had nothing to report at this time.

Ad Hoc Committee: The Committee began laying the ground works for their fact-finding mission:

- ✓ Attended the RCLS supervisors' meeting on June 10, 2021, to start getting their input on what is future libraries would look like.
- ✓ Ms. McGannon formulated a letter to be sent out to the whole staff for suggestions and directions
- ✓ Created an email address: mylibrary@rclstn.org for comments and suggestions.

REPORTS FROM LIBRARIES & SUPPORT ORGANIZATIONS:

Linebaugh Library: Ms. Ghattas highlighted the following from her written reports:

- ✓ Summer Reading Program: 1,689 signed up (logged 1,400 hours of reading and 32 have completed their readings)
- ✓ In-person story time is well-attended!
- ✓ Father-Daughter Tea (event) was a huge success!
- ✓ No application was received for the Facilities Maintenance Technician position. Ms. Ghattas decided to contract this job with Lee Company. Lee Co. will provide a maintenance technician once a week for 8 hours. The technician will mainly be at Linebaugh but if other branches have issues the technician will go there as well. It is a matter of creating a system of proper scheduling and provide information ahead of time on what needs to be done. The contract will start on July 1, 2021 for one (1) year.
- ✓ Bookmobile:
 - Juneteenth Event – 86 people attended
 - Possum story time – 39 people attended
 - Boys and Girls Club stop is also well attended!

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

- ✓ Thanked FOLL for purchasing an iPad for MGL for the Osmo kits
- ✓ MGL's application to be an official host of an event of the Webb Space Telescope Community Events initiative was accepted! The Webb telescope will launch in October with several milestones throughout the year to track and study.

Technology Engagement Center (TEC): Ms. Tyree highlighted the following from her written reports:

- ✓ Ms. Tyree mentioned the Seed Libraries program that is currently trending in the library world. Ms. Tyree is interested in further researching this program for the TEC. Ms. Trail encouraged Ms. Tyree to figure out how does this program fits with the TEC, and to invest a lot more thought process before jumping on board. Quality vs. quantity.
- ✓ The TEC have 13 S.T.E.A.M. kits that are circulating very well!

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

- ✓ \$5.00/bag book sale on Saturday, June 13, 2021. 251 bags were sold collecting \$1,250.93!
- ✓ There will be no book sale in July but will start back in September.
- ✓ A new air conditioning unit was purchased and installed in the FOLL bookstore.
- ✓ The FOLL's annual meeting will be held in September.
- ✓ The FOLL is working on the Pen Pal program.
- ✓ Revenues from eBay sales are still going fantastic!

Smyrna Library: Ms. Graves highlighted the following from her written reports:

- ✓ Welcomed new staff members: Ashley Clark as the Youth Services Coordinator, and Jude Romines, as the Youth Services Assistant. A part-time Library Associate, Preston Ford, was also hired.
- ✓ Recognized Stephanie Jones for her thirty (30) years of service with the RCLS!
- ✓ With summer and Summer Reading Program in full swing, issues with patrons/crowds are also evident:
 - One patron was banned for two weeks for disorderly conduct.
 - An Amber Alert for child abduction was issued; the incident supposedly occurred in the Smyrna Library parking lot.
 - A complaint was lodged by a patron against the Smyrna Library's "Pride Month" display in the Children's Department. Basically, the patron wanted the display to be taken down. Ms. Graves explained and cited to the patron our policies concerning the matter: PM-103 Library Bill of Rights, and PM-105 Freedom to Read Statement; and also informed the patron that the display is scheduled to be taken down on June 30, 2021.

The patron is apparently not satisfied with the response as she emailed the Administration office for the Zoom link of tonight's Board meeting. The Administration's response included a guidance on public comments.

Friends of Smyrna Library: Ms. Stevens was absent. She submitted her written reports read by Ms. Graves:

- ✓ FOSL received \$5,000 from SharingChange.org, Middle Tennessee Electric's charitable foundation funded by members who add pennies a month to their monthly electric bills as a donation. This enables MTE to support hundreds of local nonprofit organizations. This money will be used for new modular furniture in the new designated teen space just outside the Youth Services Department.
- ✓ FOSL voted to partner with Veritas Federal Credit Union in Smyrna. The partnership helps FOSL enlarge their membership and raise money.
- ✓ FOSL purchased 3 poly box trucks to be used for book donations at Smyrna Public Library.

Eagleville Library: Ms. Jordon was absent. Ms. Shacklett reported the following on her behalf:

- ✓ Summer Reading Program: 100 people signed up.
- ✓ Hired Sally Fisher, part-time library associate.
- ✓ The City of Eagleville fully funded the Eagleville Library's budget for FY 2021-2022.

Friends of Eagleville Library: Ms. Wheeler was absent. Ms. Shacklett reported the following:

- ✓ FOEL purchased plantation blinds for the three (3) windows in the library.

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

- ✓ Performance Evaluations for staff are complete. Forms for the Director's Evaluation should be emailed to the Board shortly.
- ✓ Ms. Shacklett together with Ms. McGannon are finalizing the contract/agreement for the Historical Research Center with Rutherford Country Archives. It should be ready for the Board's approval in July.
- ✓ Ms. Shacklett will be out on June 24 – 25, 2021 for a minor surgery.

Rutherford County Library Foundation (RCLF): Ms. Shacklett had nothing to report at this time. The RCLF will meet on Wednesday, August 18, 2021.

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

- ✓ Upcoming trainings:
 - Marketing Your Library – July 22, 2021
 - HR for Library Directors and Managers – August 12, 2021
 - It’s Our Pleasure – Customer Service – August 27, 2021
 - Trustee Workshop – September 17, 2021
- ✓ ARPA Grant (American Rescue Plan Act) – total funds for TN is \$2.5 million! An additional \$1 million will be used by the State Library for various other things, including READS materials. These grant funds will have five optional categories, one of which will be the annual Technology Grant folded into a larger plan. The usual Technology Grant funds are \$300,000.00 so this is a big increase. The local match will only be 5-20% depending on service population size, rather than the usual 50%. Max grant requests per library are \$20,000 - \$50,000 total for all categories, also depending on service population.

OTHER BUSINESS:

None

The meeting adjourned at 6:05 pm.