

RUTHERFORD COUNTY LIBRARY SYSTEM
BOARD OF DIRECTORS
MINUTES OF MEETING
Monday, August 16, 2021

MEMBERS PRESENT:

Janita Baucum
Tim Bowling
Lauren Brandon
Rollie Holden Jr.
Lynette Ingram

Phil King
Dr. Frank Lambert
Susan McGannon
Sylvanye “Sam” Roh
Chris West

MEMBERS ABSENT:

Madelyn Scales Harris
Lisa Trail

Steve Sullivan

OTHERS PRESENT:

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

OTHERS ABSENT:

Sandra Pineault, President, Friends of Linebaugh Library
Beth Wheeler, President, Friends of Eagleville Library

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, August 16, 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 July 19, 2021, were presented for approval. There being no corrections, additions, and/or changes Ms. McGannon made a motion to approve the minutes as presented. Ms. Roh seconded. Motion carried.

CONSENT AGENDA: None

REPORTS FROM COMMITTEES OF THE BOARD

Budget and Finance: Mr. Bowling presented the financial reports ending June 30, 2021 and made a motion for its acceptance. Ms. Baucum seconded. Motion carried.

Mr. Bowling made a motion to approve the re-allocation of funding in the FY2020-2021 budget to balance the line items as required by the auditor. This action is done at the end of every fiscal year. Ms. Ingram seconded. Motion carried.

Mr. Bowling presented the financial reports ending July 31, 2021 and made a motion for its acceptance. Dr. Lambert seconded. Motion carried.

Personnel Committee: Mr. West reported that the committee will meet again on Thursday, August 19th to continue reviewing the Employee Handbook (now Human Resources Policy Manual).

By-Laws & Policies: Ms. McGannon had nothing to report at this time.

Nominating: Ms. Trail was absent.

Development & Acquisitions: Mr. King had 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: Mr. Bowling reported the following:

- ✓ The committee is still in the information gathering stage on what people would like to see in the library.
- ✓ Update on City of Murfreesboro's plan to relocate their administrative offices. The City of Murfreesboro's management is pushing through the Ad Hoc Committee to make a decision on our desire to relocate the current Linebaugh Library. They want to make plans to either utilize our current building, look elsewhere to acquire property, or build on currently owned city property. If we decide to vacate the Linebaugh Library building, the City of Murfreesboro is willing to fund the library's relocation with the amount that is yet to be determined. At this time, there is a sense of urgency from the City of Murfreesboro for us to make a decision. If we decide to pass again (as in the case of Rite Aid property mentioned at last month's meeting), and the City of Murfreesboro decides to relocate their administrative offices somewhere else, that sense of urgency to fund the library on any building or additional structures may diminish.

Ms. McGannon urged Ms. Shacklett to reach out to Rutherford County Mayor Ketron to see where negotiations are on the purchase of the State Farm property, making sure he is aware of our interest in having a branch or a main library in that area. The City of Murfreesboro's project is moving so rapidly that it is in our interest if we could avail of the funding, secure a location from the purchase of the State Farm property (if it goes through), then approach the Christy-Houston Foundation for additional funding.

REPORTS FROM LIBRARIES & SUPPORT ORGANIZATIONS: Mr. Holden mentioned that under this heading, Bookmobile and Historical Research Center were added. The supervisor of these branches, like other branches, will submit a monthly report, but they will not be required to attend the Board meetings.

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

- ✓ Thanked the Friends of Linebaugh Library (FOLL) for purchasing two (2) new AWE computers for the children's area with preloaded programs to replace existing computers.
- ✓ Door issues – both doors are in the process of being replaced/fixed.
 - Main door (to the City Plaza) –out of commission for some time
 - Electrical closet door (needs to be replaced)
- ✓ With the Historical Research Room out of Linebaugh, nine (9) microfilms cabinet were not needed at the new location, as we purchased a new compact microfilm cabinet system. Ms. Ghattas requested of the Board to dispose of the cabinets at no cost through the TLA-listserv. Ms. McGannon made a motion to allow Ms. Ghattas to put all the microfilm cabinets, with priority if we have an overwhelming demand to libraries within the Stones River Region. Dr. Lambert seconded. Motion carried.
- ✓ Free Comic Book Day: It was a well-attended event! 486 people came. 2,000 comics were given away!

MGL Library: Ms. Barrett highlighted the following from her written reports:

- ✓ Gave out 250 comics on Free Comic Book Day

Technology Engagement Center (TEC): Ms. Tyree added the following to her written reports:

- ✓ Gave out about 41 comics on Free Comic Book Day. Great fun and great time were had by all attendees! Glowing comments were received.
- ✓ Ms. Tyree gave a shout out to Joe Hill for noticing and reporting a lighting issue inside the TEC beyond his working hours!

Bookmobile (BKM): Still waiting for the final quote from Mid-South Bus. The new wait time now is 10 months! Ms. Shacklett commented that with the amount we are paying, it's better to wait and get exactly what we want. The Bookmobile staff is currently using the sedan or sometimes the transit van, depending on where they are going. Only one stop has declined service until the new vehicle is ready.

As to the old bookmobile vehicle, Dr. Lambert made a motion authorizing Ms. Shacklett to get rid of it at whatever price she feels is best. Ms. Roh seconded. Motion carried.

Historical Research Center (HRC): Ms. Shacklett gave a huge shout out to staff who helped in moving and hauling boxes from the Historical Research Room to HRC: David Coutcher, Trey Gwinn, Craig Murphy, Carol Ghattas and Lisa Ramsay. Thank you!

The HRC has yearbooks in its current collection but is missing a number of schools. Ms. Shacklett asked the Board if they know of anyone in any of the Rutherford County Schools, to contact them and request copies of their high school yearbooks for our collection.

Friends of Linebaugh Library (FOLL): Ms. Pineault was absent. Ms. Pineault submitted a written report which will be emailed to the Board.

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

- ✓ The recruiting software of Paylocity™ is up and running. Smyrna Library's job posting for the Library Assistant part time position received 20 applicants! After initial review, six (6) applicants were scheduled for interviews this week. Ms. Graves is hopeful that this position will be filled by the end of this week.
- ✓ Free Comic Book Day: 167 people attended

Friends of Smyrna Library (FOSL): Ms. Stevens reported the following:

- ✓ FOSL is preparing for its participation to the Smyrna Depot Days to be held on September 24 & 25, 2021.
- ✓ FOSL presented Meteo Aello with a \$20 Gift Card for being the 2021 Smyrna Public Library Summer Reading Program Top Reader with a grand total of 3360 minutes read!!
- ✓ Grants received:
 - MTE grant for \$5,000.00 – to be used in purchasing library furniture for the teen area.
 - Walmart grant for \$1,000.00 – to be used in the 2022 Summer Reading Program
- ✓ Just applied to the Smyrna Rotary grant for \$1,233.53 to buy two (2) new iPads. Will take a while before Ms. Stevens will know if FOSL's application is approved.
- ✓ The FOSL annual general membership meeting will be held sometime in October.

Eagleville Library: Ms. Jordon reported the following:

- ✓ Free Comic Book Day – held for two (2) hours only, 25 children and adults attended. Aside from free comic books given away, a local ice cream truck called Shug's gave free ice cream sandwiches to attendees.
- ✓ High speed internet has already arrived to some Eagleville households via United Communications (based on comments by Eagleville library's hotspot patrons).

Friends of Eagleville Library (FOEL): Ms. Wheeler was absent. The FOEL is preparing for their annual book sale at the Eagleville Annual Fall Festival to be held in September.

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

- ✓ Very pleased with the Paylocity™ software for recruiting. The posting of Collection Development Coordinator position received nine (9) very strong candidates. Six (6) candidates were interviewed last week, and three (3) are scheduled this week.
- ✓ Ms. Shacklett will be out of office for annual leave on August 23-27, 2021.
- ✓ Trustee Certification: Six (6) board members have completed Trustee Certification, and two (2) more have registered but have not completed the courses. Ms. Shacklett urged the Board to consider completing the trustee certification as it is not only beneficial in their role as a board member, but it also affects some of the grants the System applies for. It is all online and can be done at their convenience from any computer with internet access.

Rutherford County Library Foundation (RCLF): Ms. Shacklett mentioned the Foundation Board will meet on Wednesday, August 19, 2021.

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

- ✓ Upcoming trainings:
 - HR for Library Directors and Managers – August 13, 2021 (originally scheduled on August 12, 2021)
 - It's Our Pleasure – Customer Service – August 27, 2021
 - Crisis Communication – September 10, 2021
 - Trustee Workshop – September 17, 2021
 - Summer Reading Conference – October 19, 2021
 - Adult Programming Roundtable November 9, 2021
 - School Readiness Toolkit – TBD (December)
 - Director's Roundtable – Legal Reference – TBD
 - E-rate Open Lab – January 25, 2022
 - Children's Programming Roundtable – February 18, 2022
 - Building a Budget – March 17, 2022
 - Teen Librarian Summit – TBD
 - Virtual Storytime 101 with Accessibility and Inclusivity – March 29, 2022
 - Community Assessment and Engagement – April 8, 2022
 - Library Services for Teens and Adults on the Autism Spectrum – April 29, 2022
 - Library Space Planning – May 19, 2022
- ✓ Congratulated Ms. Lauren Brandon and Ms. Juanita Baucum for completing the Trustee Certification.
- ✓ This year's Trustee Workshop will be held at the Hendersonville Public Library on Friday, September 17, 2021. However, due to the pandemic, Ms. Huddleston will update the Board via email as to the final venue and format of the workshop (in-person, virtual or hybrid).

OTHER BUSINESS:

None

The meeting adjourned at 5:50 pm.