

**RUTHERFORD COUNTY LIBRARY SYSTEM**  
**BOARD OF DIRECTORS**  
**MINUTES OF MEETING**  
**Monday, September 20, 2021**

**MEMBERS PRESENT:**

Lauren Brandon  
Rollie Holden Jr.  
Lynette Ingram  
Phil King  
Dr. Frank Lambert

Susan McGannon  
Sylvanye "Sam" Roh  
Steve Sullivan  
Lisa Trail

**MEMBERS ABSENT:**

Janita Baucum  
Madelyn Scales Harris

Tim Bowling  
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  
Elsa Britt, Recorder

**OTHERS ABSENT:**

Donna Jordon, Branch Supervisor, Eagleville Library  
Sandra Pineault, President, Friends of Linebaugh Library  
Brittany Stevens, President, Friends of Smyrna Library  
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, September 20, 2021, at 5:00 p.m. at Linebaugh Public Library.

**WELCOME NEW MEMBERS/SPECIAL GUESTS (IF ANY):**

None.

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**REVIEW AND APPROVAL OF MINUTES OF PRIOR MEETING:**

The Minutes of Meeting held on August 16, 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 was absent. Ms. Shacklett presented the financial reports ending August 31, 2021, and welcomed any questions the Board might have. Ms. Ingram made a motion for its acceptance. Mr. Sullivan seconded. Motion carried.

**Personnel Committee:** Mr. West was absent. Ms. Shacklett mentioned the committee met on Thursday, September 16, 2021. The committee's review of the Employee Handbook (now Human Resources Policy Manual) is almost complete. They will meet again in October.

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

**Nominating:** Ms. Trail had nothing to report at this time.

**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 was absent.

**Ad Hoc Committee:** Mr. Bowling was absent.

**REPORTS FROM LIBRARIES & SUPPORT ORGANIZATIONS:**

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

- Service Milestone: "Linebaugh Library Assistant Andrea Moore received her 15-year RCLS service pin at our recent staff meeting. Andrea is a valuable part of our Linebaugh staff. Lisa Ramsay and Garrett Crowell share the following about Andrea: She began her employment part-time at the Smyrna branch in September 2006. After seven years there, Linebaugh benefited from her exemplary experience when she was hired to work full-time in the reference department. She transitioned into the role exceptionally well and grew over the years to become what she is today—the backbone of the department. Andrea is currently working on her Master's Degree in Library Science, bringing even greater value to her already stalwart presence at the library. More recently, Andrea has demonstrated increased independence and versatility as changes with staffing and within the department have demanded more from her. Her adaptability, judgment, and willingness to take on new tasks coupled with her efficiency at

completing them is much appreciated and is an example to other employees.

Congratulations, Andrea, on fifteen years of faithful service.

- Door issues: Unfortunately, neither door has been fixed or replaced.
- Nine (9) microfilm cabinets update: They all went to Tennessee libraries in: Carroll County, Dyersburg, Fayetteville, Lincoln, Shelbyville, and McMinnville.
- Ms. Shacklett complimented Ms. Ghattas for a job well done converting the former Historical Research Room into a conference room where tonight's Board meeting is being held.

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

- A new adult program called Books and Brushstrokes. Participants paint along based on a thematic picture each month. Maximum of 10 persons. Cost: \$3.00 for supplies.

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

- Window blinds: Received one quote only from Budget Blinds, company who provided and installed window blinds for the TEC. As the quote was below \$10,000.00, Ms. Shacklett will decide on this project.
- Water fountain/water bottle filling station: Quotes received were not cost-effective. Ms. Tyree is deferring this project to find a grant that would cover the cost. The current water fountain is working and in great condition; the water bottle filling station is just something that some patrons were asking or commenting "nice to have".

**Bookmobile (BKM):** Ms. Shacklett reported the following:

- The old bookmobile vehicle was bought by Advance Auto Salvage for \$4,000.00.
- With the exception of one stop, the bookmobile is continuing all stops using the sedan/vans.
- Amazingly, in August, the bookmobile had 544 visitors and signed up 63 library cards!

**Historical Research Center (HRC):** Ms. Shacklett reported the following:

- Ms. Shacklett will be on WGNS Tuesday, September 21, to talk about the HRC.
- The Genealogy Group will start meeting at the HRC on Thursday, September 23.

**Friends of Linebaugh Library (FOLL):** Ms. Pineault was absent; her written report was emailed to the Board.

- Ms. Ghattas pointed out the FOLL purchased the huge TV and the TV stand in the conference room.

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

- Service Milestone: Bruce Nagel celebrates his 20<sup>th</sup> anniversary this month with RCLS. Bruce has a full-time job at Ingram Booksellers and works part time with Smyrna Library (evening and weekends). He is getting ready to retire from his day job and wanted to have some flexibility with his schedule at Smyrna Library. Ms. Graves shifted some schedules and was happy to offer Bruce daytime shifts on Monday, Wednesday & Friday (still part time). Bruce is a great asset to the RCLS!

- Smyrna Library has been looking at replacing its computer tables for a number of years and the need is more pronounced now due to the pandemic. A quote was received for 4-6' tables and 16 chairs for \$10,545.65. Ms. Ginger is requesting that two-thirds of the cost, \$7,045.65, be taken out of Smyrna reserves, and the remaining \$3,500.00 she will request Smyrna Friends to contribute. Mr. Sullivan made a motion to approve the request. Ms. Ingram seconded. Motion carried. If Smyrna Friends could not fund the \$3,500.00, Ms. Graves will come back to the Board for the additional funds for approval.

**Friends of Smyrna Library (FOSL):** Ms. Stevens was absent. Ms. Roh reported on her behalf:

- FOSL will participate in Smyrna Depot Days on September 25, 2021. They will hand out free books and will have a drawing for a \$25.00 Carpe Café and a \$25.00 FOSL gift card for the SPL Annual Scholastic Book Fair.
- Annual membership meeting will be on Tuesday, October 19, 2021, at 6 pm in the Smyrna Public Library program room.
- FOSL approved to pay for lunch for Smyrna Library staff on Staff Development Day.
- Mr. Sullivan added that as a prelude to Depot Days, the Annual Classic Car Show will be held on Friday, September 24, 6pm-8:30pm, hosted by Smyrna Parks & Rec. All classic car enthusiasts are welcome!

**Eagleville Library:** Ms. Jordon was absent.

**Friends of Eagleville Library (FOEL):** Ms. Wheeler was absent. FOEL did not meet in September.

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

- This year's Trustee Workshop will be by Zoom. Three Board members signed up.
- Our external auditor will be here on October 8 & 9, 2021.
- Lauren Gallina is taking over Valerie Rollins' place as Collection Development Coordinator. She will start on October 4.
- Maintenance of Effort Contract has been signed by all funding bodies, Board Chair, the Regional Director, and the State Librarian and Archivist. Copies have been sent to all funding bodies for their files.
- All branches of RCLS will be closed to the public on Monday, October 11, for Staff Development Day. Due to rise in Covid numbers, each branch will be holding various trainings at each branch.

**Rutherford County Library Foundation (RCLF):** Ms. Shacklett mentioned the Foundation Board met on Wednesday, August 19, 2021, and discussed the following:

- The Annual meeting will be in October. John Trail agreed to serve as Chair and will be voted on in October.
- Mark Crocker agreed to serve as chair for the Community Development Committee (Fundraising committee). The 2<sup>nd</sup> fundraiser is scheduled on Saturday, May 7, 2022, to

be held at the same location (Main Street). Beneficiary for the fundraiser is yet to be determined.

**Stones River Regional Library (SRRL):** Ms. Huddleston reported/highlighted the following from her written reports

- Upcoming trainings:
  - Trustee Workshop – September 28, 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
  
- NASA kits are available again through Kate Smith circulating regularly at TSLA. They are booked until January 2022. If you want them, be on the list now and contact her at [kate.smith@tn.gov](mailto:kate.smith@tn.gov).
- Book vendor issues: Ingram and many other book vendors said that there is a nationwide paper shortage for quality book paper. To get books in for the holidays, you must pre-order titles by September.

**OTHER BUSINESS:**

None

The meeting adjourned at 5:40 pm.