

RUTHERFORD COUNTY LIBRARY SYSTEM
BOARD OF DIRECTORS
MINUTES OF MEETING
Monday, September 21, 2020

MEMBERS PRESENT:

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

MEMBERS ABSENT:

OTHERS PRESENT:

Rita Shacklett, Director, RCLS
Carol Ghattas, Branch Manager, Linebaugh
Ginger Graves, Branch Manager, Smyrna Library
Kathleen Tyree, Branch Manager, TEC
Mindy Barrett, Branch Supervisor, MGL Library
Kate Huddleston, Asst. Director, Stones River Regional Library
Sandra Pineault, President, Friends of Linebaugh Library
Brittany Stevens, President, Friends of Smyrna Library
Elsa Britt, Recorder
Lori Lewis, RCLS Staff
Susan Todd, RCLS staff
Monique Watson, RCLS staff
Niki Bernett, Smyrna Staff
Al Brittain, Smyrna Staff

OTHERS ABSENT:

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, September 21, 2020, at 5:00 p.m. at Linebaugh Public Library and via Zoom. Nine (9) board members attended in person and four (4) via Zoom.

CONSENT AGENDA:

None.

MINUTES:

The Minutes of Meeting held on August 17, 2020 were presented for approval. There being no corrections, additions, or changes, Ms. Ingram made a motion to approve the Minutes as presented. Dr. Lambert seconded. Motion carried.

REPORTS FROM FRIENDS:

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

- ✓ In-store book selling, by appointment, is still on-going and gaining popularity.
- ✓ On-line book selling via E-bay is doing great. Sold \$300.00 worth of books two (2) months in a row!
- ✓ Still receiving a steady supply of book donations.

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

- ✓ FOSL approved \$800.00 for Smyrna's Winter Reading Program for 2021 and \$300.00 gift cards for the Top Adult Reader.
- ✓ Will provide lunch for Smyrna Staff on Staff Development Day, October 12, 2020.
- ✓ Approved \$150.00 for Smyrna's Halloween Bingo Program.
- ✓ Able to secure sponsors to cover the Story Book Walk program for the next four (4) months!

Eagleville Friends (FOEL): Ms. Beth Wheeler was absent. Ms. Jordon reported the following on her behalf:

- ✓ Will have a book sale on Friday, October 2, 2020 during the Eagleville's First Friday Event.
- ✓ FOEL is planning a fundraiser on Saturday, October 31 from 4-7 p.m.. It's going to be called "Bread and Beans for Books". Former mayor of Eagleville, Travis Brown, will cook a huge batch of white beans using his steam engine. Cornbread and dessert will also be available. Food is available for takeout only.
- ✓ They will also have a Story Book Walk in the grassy area of the Community Center featuring *There was an Old Lady Who Swallowed a Bat*.
- ✓ Purchased a new paper shredder for the Eagleville Library!
- ✓ President of FOEL wrote a letter to Hellyn Riggins, City Manager of Eagleville inquiring about the status and the City's plan concerning the vacant bank building. Ms. Riggins replied that the Police Department will be relocated at the rear portion of the building, and the front of the building will be used for the Municipal Court's record keeping and County Clerk's car license issuance.

Foundation:

- ✓ Will meet again on October 21, 2020.
- ✓ Busy recruiting new members; to date have recruited five (5) new members.
- ✓ Fundraiser "Lively Evening on Main" is scheduled on Saturday, May 1, 2021. Proceeds will go to the Eagleville Library.

COMMITTEE REPORTS:

Finance Committee:

Mr. Bowling presented the Financial Statements ending August 31, 2020. Revenues and expenditures are on track for this period. Mr. Bowling made a motion to approve the report as presented. Mr. Sullivan seconded. Motion carried.

Bookkeeping Services: In the board packet, three (3) firms submitted a proposal for bookkeeping services:

1. Belay Bookkeeping Services (all remote/virtual)
2. Darnell CPA, PLLC (local firm)
3. Clayton & Royalty PLLC (local firm)

Ms. Shacklett and David Coutcher, Human Resources Manager, interviewed all three firms and is recommending the Board award the bookkeeping services to Darnell CPA.

Estimated costs: \$15,085.00 (The estimated fee is based on the time anticipated to complete each requested service. Actual time to complete may differ slightly from the estimate. The annual hourly budget for this fee is 175 hours. If actual time exceeds 175 hours, additional charges may be necessary depending on the significance of time overage. Will assess actual time quarterly to determine if a possible overage may occur and will discuss concerns with Director of Libraries and Human Resources Manager. There may also be additional one-time setup costs.

Services:

- Scanning of all invoices and deposits, uploading to a secure portal (this will be done by branch supervisors/managers and Director)
- Any necessary general journal entries into Quickbooks
- Linking of Paylocity Payroll to flow into Quickbooks
- Electronic authorization of all invoices by the Director
- Electronic payment authorization by the Library Board Treasurer and Director
- Electronic payments via ACH (payment transfer) or mailing of a paper check, if necessary, through Pinnacle Bank's business online banking system
- Monthly bank reconciliation (in addition to Director's and HR Manager's review)
- Monthly financial statements for the library board (reviewed by Director)
- Remote access to Quickbooks through a dedicated computer in the admin building.

Mr. Bowling made a motion to approve the recommendation to hire Darnell CPA to perform bookkeeping services for the RCLS provided proper insurance coverage and bond requirements were met. Ms. McGannon seconded.

After discussions, Mr. Bowling amended his motion to: The Board is authorizing the Director to enter into a contract with Darnell CPA provided that a satisfactory documentation of insurance and bonding is produced. The Board further authorizes the Director to have the level of services with Darnell CPA be upgraded to GASB (Government Accounting Standard Board) provided the additional cost of doing so is no more than 15% of the proposed amount. Mr. King seconded. Motion carried.

Personnel Committee: Mr. West had nothing to report at this time.

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

Nominating: Judge Alexander 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: Mr. Holden reported that Ms. Ghattas proposed replacing the carpet in Linebaugh Library as it has been fourteen (14) years since it was last replaced and would like the Board's permission to obtain quotes for the work. Some high traffic areas are really worn out. Ms.

Ghattas emphasized that this project is not urgent; no hazards involved in the worn-out areas, but it would be an opportune time and take advantage of slower traffic inside the library due to Covid-19 pandemic. Funds would be taken out of Maintenance Reserves should the Board approve. Mr. Holden presented the request to the full board in order to get a sense whether Ms. Ghattas should pursue obtaining quotes as we do not know what the budget would look like next year due to economic downturn caused by the Covid-19 pandemic.

Mr. King made a motion to approve getting bids or RFPs (Request for Proposals) ONLY to replace the carpet in Linebaugh Public Library. Dr. Lambert seconded. Mr. Holden conducted a roll call vote. Nine (9) voted “No”, three (3) voted “yes”, and one (1) left the meeting already. Motion failed.

BOARD MEMBER	YES	NO	OTHERS (NO VOTE)
Alexander, Lynn		√	
Baucum, Juanita			Left the meeting early
Bowling, Tim		√	
Brandon, Lauren	√		
Harris Scales, Madelyn		√	
Holden Jr., Rollie		√	
Ingram, Lynette		√	
King, Phil	√		
Lambert, Frank Dr.	√		
McGannon, Susan		√	
Sullivan, Steve		√	
Trail, Lisa		√	
West, Chris		√	
TOTAL VOTES	3	9	1

REPORTS FROM LIBRARIES:

Eagleville Library: Ms. Jordon added the following to her written report:

- ✓ Article in The Tennessean dated August 27, 2020, concerning broadband access in the City of Eagleville with United Communications.
- ✓ Shared a card received from a patron where she was given a title: “Best Librarian in the World!” noting Ms. Jordon’s kindness and helpfulness.
- ✓ Another card/note was also received from a resident of Vermont; she expressed her gratitude for Ms. Jordon’s service as a librarian for the City of Eagleville.

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

- ✓ Noticed the uptake of people coming in to MGL Library to use the computer lab; most are filling out unemployment applications and doing their weekly claims. Seeing all these people in the community shows that the library does have a great value, and we are the only option for some of these people who need access to the unemployment benefits but have no internet access at home.

- ✓ Expressed appreciation to her MGL staff who excelled in building relationships with members of the Patterson staff and the community!
- ✓ Chiller at the Patterson Park is down. Fortunately, the outside temperature has been dropping so it's not been a huge issue. MGL is using fans and de-humidifiers to keep the place cool and comfortable.

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

- ✓ Received the book truck for quarantining returned items. The conference room may be freed up in the next couple of weeks.
- ✓ Secretary of State, Tre Hargett, along with Representative Sparks, is planning to visit Smyrna Library on Thursday, October 8, 2020 to recognize Smyrna Library as a recipient of a tech grant.

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

- ✓ International Observe the Moon Night is going virtual at the end of this month.

Linebaugh Library: Ms. Ghattas had nothing to add to her written reports.

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

- ✓ External auditors will start the auditing process October 13 & 14, 2020. Audit Reports should be ready in November for the Budget & Finance Committee and to the full Board at their December 7th meeting.
- ✓ RCLS will be closed on Monday, October 12, for Staff Development Day. This year, each branch will have their own branch-specific staff development day. Smyrna Friends will help with the cost of lunch at Smyrna Library, and Linebaugh Friends will help with the cost of lunch for Linebaugh, MGL, TEC, and Admin staffs.

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

- ✓ September 25, 2020 - Discovering How to Lead by Jason Martin, Associate Dean, James Walker Library of MTSU (hybrid: virtual & in-person)
- ✓ October 20, 2020 – Summer Reading Conference by Kate Smith (virtual)
- ✓ November 13, 2020 – Roundtable Programming by Kate Huddleston (virtual)
- ✓ November 20, 2020 – Homelessness and Mental Health Challenges at Your Library by Amber Hampton & Grace Eakin (virtual)

OTHER BUSINESS:

- ✓ The Rutherford County's mask mandate is expiring on Tuesday, September 22, 2020 at 5 p.m. instead of September 30, 2020.
- ✓ Ms. Brandon suggested a "artist in residence" program. Will discuss mechanics/logistics with Ms. Ghattas.
- ✓ Next month's board meeting will be at MGL, in the S.T.E.A.M. room.

The meeting adjourned at 6:20 p.m.