

**RUTHERFORD COUNTY LIBRARY SYSTEM  
BOARD OF DIRECTORS  
MINUTES OF MEETING  
Monday, December 7, 2020**

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**MEMBERS PRESENT:**

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

**MEMBERS ABSENT:**

**OTHERS PRESENT:**

| <b>IN-PERSON</b>                                    | <b>ZOOM</b>  |
|---|--|
| 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 |
| Donna Jordon, Branch Supervisor, Eagleville Library | Sandra Pineault, President, Friends of Linebaugh Library       |
| Elsa Britt, Recorder                                | Brittany Stevens, President, Friends of Smyrna Library         |
|   | Susan Todd, Linebaugh Staff                                    |
|   | Monique Watson, Linebaugh Staff                                |
|   | Niki Bernett, Smyrna Staff                                     |
|   | Al Brittain, Smyrna Staff                                      |

**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, December 7, 2020, at 5:00 p.m. at MGL Library and via Zoom (pursuant to Governor Bill Lee's Executive Order #16). Seven (7) board members attended in person and six (6) via Zoom.

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

None.

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

The Minutes of Meeting held on October 19, 2020 were presented for approval. On page 3, third bullet, Mr. Bowling corrected the word "GASB" into "GAAP" compliant. There being no further corrections, additions, or changes, Ms. Susan McGannon made a motion to approve the Minutes as corrected. Ms. Ingram seconded. Motion carried.

### **CONSENT AGENDA:**

None.

### **REPORTS FROM COMMITTEES OF THE BOARD**

**Budget and Finance:** Mr. Bowling reported/presented the following:

- ✓ The financial reports ending October 31, 2020 and November 30, 2020 will be emailed to Board members as soon as available.
- ✓ Audited Financial Statements Year Ended June 30, 2020. Mr. Bowling was pleased to report we have a very good audit report this year. Minor findings in the past that we were needed to address were resolved, except for one (1) finding pertaining to the GAAP (Generally Accepted Accounting Principles) compliance. Moving forward, our current bookkeeping service, Darnell CPA, informed us that they will be able to make RCLS GAAP compliant. Mr. Bowling also highlighted page 25 of the report regarding the "fund balance"; it is a reminder that the the auditor recommends holding half of the funds in reserve in the event RCLS ceased to operate.
- ✓ Mr. Bowling made a motion to approve the Audited Financial Statements for the year ended June 30, 2020 conducted by Dempsey Vantrese & Follis PLLC. Mr. West seconded. Motion carried.
- ✓ Mr. Bowling would like the Minutes to reflect the Board's appreciation for David Coutcher, Human Resources Manager, who stepped up and filled the gap as a bookkeeper in addition to his duties and responsibilities. He has been instrumental in transitioning RCLS into working with an accounting firm, and in great part, the reason why we received an excellent audit report. Mr. Coutcher has no background in bookkeeping or accounting.

**Personnel Committee:** Mr. West mentioned the committee will be working on updating and revising, where needed, the Employee Handbook in the coming months.

### **By-Laws & Policies:**

- ✓ **Revised Bylaws:** Ms. McGannon presented the revised Bylaws for review and, if acceptable, made a motion the revised bylaws, be adopted. Ms. Ingram seconded.

Discussions:

The Bylaws were revised to achieve greater consistency in terminology (acronyms), capitalization, and actual practice (email usage). The text was expanded to address the role of the Secretary to perform duties in accordance with the Open Meetings Act and the public records laws; to modify the importance of Robert's Rules of Order; to consider the eligibility of Stones

River Regional Library Board members for service on the Board; to make the Chair a non-voting member of all Board Committees; and, perhaps more importantly, to create a super-majority requirement for votes to hire or fire the Director and for votes to open or close a branch library. As currently written, the Bylaws would allow an affirmative vote of a majority of a quorum of 7 members to take any of these significant steps. The committee did not feel that was appropriate.

After discussion, the voice vote was taken. The Bylaws were adopted unanimously. The motion passed.

- ✓ PM-507 – Board of Directors. This is an initial draft of a new policy to address Board operations and meetings. It reflects a different approach to the order of business at Board meetings by providing for public comments and by grouping together presentations by a Library and by that Library's Friends group. The agenda for today's meeting is organized on that basis, and the policy is presented, as an experiment to see if the revision to the agenda sequence and the new policy itself are satisfactory.

PM-507 will be presented for discussions and hopefully, adoption, at the February 1, 2021 meeting. Please email any additional comments, suggestions or recommendations to Ms. Shacklett or to any of the committee members.

**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 had nothing to report at this time.

## **REPORTS FROM LIBRARIES:**

**Linebaugh Library:** Ms. Ghattas had nothing to add to her written reports except to mention that the Center for the Arts performance of "Rudolph the Red-nosed Reindeer" on the Civic Plaza on December 1, 2020 was cancelled.

**MGL Library:** Ms. Barrett had nothing to add to her written reports except to welcome a new staff, Kristen Birckholtz, Library Assistant, to MGL.

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

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

- ✓ FOLL met in November. There will be no meeting in December.
- ✓ Renewal of Friends' membership and election of FOLL officers for 2021 are being done by mail. Ballots were sent with proposed slate of officers for 2021, board members, as well as some needed changes in the FOLL's Constitution and Bylaws.
- ✓ Friends is selling gift certificates. Recipients of gift certificates can make an appointment to come shop in the bookstore. Gift certificates will be available not only during the Christmas season but throughout the year.

- ✓ Approved the purchase of acrylic dividers for the computer area at Linebaugh.
- ✓ Approved the purchase of the Do-It-Yourself archiving cart for the TEC.
- ✓ Proposed slate of officers for 2021:

President – Sandra Pineault  
Vice – President – Bearl Beasley  
Secretary – Tracy Freeman  
Treasurer – Debby Perry (2-year term)

New Board members: Dianne Hall, Margaret McKinley & Sonny Perry

**Smyrna Library:** Ms. Graves requested the Board’s approval to post used upholstered furniture (ten (10) high back chairs, and two (2) couches) on the TLA-listserv that Smyrna Library no longer needs. She offered these to other branches but there were no takers. Dr. Lambert made a motion to approve the request. Ms. McGannon seconded. Motion carried.

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

- ✓ FOSL held their annual membership meeting virtually. Ms. Stevens was pleased to report seven (7) new members were added.
- ✓ Received a \$1,000.00 grant from the Smyrna Rotary.
- ✓ Received donations through GivingMatters.org in the amount of \$4,749.70.
- ✓ Scholastic Book Fair is underway, it will be held on December 8 – 15, 2020.
- ✓ Approved giving of gift cards to all staff members at Smyrna Library as a “thank you” for their hard work especially during this pandemic period.
- ✓ FOSL came out with a short video promoting FOSL, the Smyrna Library, and RCLS as a whole. The video was produced by John Lanza, a professional videographer.

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

**Friends of Eagleville Library:** Ms. Jordon reported that FOEL is preparing a float for the Christmas Parade with “Polar Express” as their theme.

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

- ✓ Completed the MTAS (Municipal Technical Advisory Service) Library Leadership series of webinars.
- ✓ Requested the Board’s approval to give out Fine Free Passes for the Winter Reading Programs and the Summer Reading Programs. Dr. Lambert made a motion to approve the request. Ms. Ingram seconded. Motion carried.

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

✓ **Upcoming Workshops & Events:**

| <b>Date</b>                    | <b>Subject</b>                                    | <b>Speaker</b>                  | <b>Location</b>        |
|--------------------------------|---|---------------------------------|------------------------|
| TBD January 2021               | Director's Roundtable: Legal Reference to Patrons | Tim Hughes, Help4TN             | Virtual                |
| Feb.18-19 <sup>th</sup> , 2021 | Virtual Children's Roundtable                     | Kate Huddleston &<br>Kate Smith | Virtual<br>1:00-3:00pm |
| March 5, 2021                  | Robert's Rules of Order                           | Dr. Robert Blair, MTSU          | Virtual                |
| March 16, 2021                 | Teen Librarian Summit                             | Kate Smith                      | Virtual                |

- ✓ Ms. Jarvis Virtual Retirement Party is on Friday, December 11, 2020.

**OTHER BUSINESS:**

- ✓ Meeting Schedule 2021. Dr. Lambert made a motion to approve the meeting schedule for 2021. Locations will be at MGL Library's S.T.E.A.M. room and format will be hybrid (in-person and via Zoom), until further notice. Ms. Baucum seconded. Motion carried.
- ✓ There will be no Board meeting in January. The next Board meeting will be on February 1, 2021.

The meeting adjourned at 6:10 p.m.