

**RUTHERFORD COUNTY LIBRARY SYSTEM  
BOARD OF DIRECTORS  
MINUTES OF MEETING  
Monday, April 18, 2022**

**MEMBERS PRESENT:**

Janita Baucum	Dr. Frank Lambert
Tim Bowling	Susan McGannon
Rollie Holden, Jr.	Sylvanye “Sam” Roh
Lynette Ingram	Steve Sullivan
Phil King	Chris West

**MEMBERS ABSENT:**

Lauren Brandon	Lisa Trail
Madelyn Scales Harris	

**OTHERS PRESENT:**

Rita Shacklett, Director, RCLS  
Carol Ghattas, Branch Manager, Linebaugh  
Ginger Graves, Branch Manager, Smyrna Public Library  
Kathleen Tyree, Branch Manager, TEC Library  
Kate Huddleston, Director, Stones River Regional Library  
Bearl Beasley, President, Friends of Linebaugh Library  
Theresa Pickett, President, Friends of Smyrna Library  
Elsa Britt, Recorder

**OTHERS ABSENT:**

Mindy Barrett, Branch Supervisor, MGL Library  
Donna Jordon, Branch Supervisor, Eagleville  
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, April 18, 2022, at 5:00 p.m. at Smyrna Public Library

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

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

-----  
The Minutes of Meeting held on March 21, 2022, were presented for approval. Ms. McGannon pointed a close parenthesis symbol that needs to be deleted under Nominating, 4<sup>th</sup> bullet. There being no further corrections, additions, and/or changes Ms. McGannon made a motion to approve the minutes as corrected. Ms. Roh seconded. All present said “AYE”. Motion carried.

**CONSENT AGENDA:** None

**REPORTS FROM COMMITTEES OF THE BOARD**

**Budget and Finance:** The financial reports ending March 31, 2022, are not yet available.

**Personnel Committee:** Mr. West presented Chapters 3, 4, and 5 of the Human Resources Policy Manual. Ms. McGannon suggested minor corrections to the following policies:

- HR 4002. Section a – place a period (.) at the end of “official RCLS business”. Delete “and”, and add “An employee” at the beginning of the 2<sup>nd</sup> sentence. Insert comma (,) at the 4<sup>th</sup> line between “someone” and “or”.
- HR 4003. Section a – place a colon (:) at the end of the second line.
- HR 4005. Section b – delete the word “on”. Section d – delete the 2<sup>nd</sup> sentence.
- HR 4009. Section b – delete the 2<sup>nd</sup> sentence (they are identical to the 1<sup>st</sup> sentence). Section d – put a comma (,) after RCLS.

Mr. West made a motion that Chapters 3, 4, and 5 of the Human Resources Policy be approved with changes recommended by Ms. McGannon. Ms. Ingram seconded. All present said “AYE”. Motion carried.

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

**Nominating:** Ms. Trail was absent. On July 1, 2022, two (2) Board representatives from Rutherford County will be vacant. Ms. Shacklett presented a candidate’s name, Kory Wells, who agreed to serve on the RCLS Board, if approved by the Rutherford County.

Mr. Bowling made a motion to recommend Ms. Wells to Rutherford County. Ms. McGannon amended and seconded the motion to endorse the nomination of Kory Wells and any other candidate recommended by the chair of the Nominating Committee in concurrence with the Director of Libraries. All present said “AYE”. Motion carried.

**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 had nothing to report at this time.

-----  
**REPORTS FROM LIBRARIES & SUPPORT ORGANIZATIONS:**

**Linebaugh Library:** Reports were submitted in the packet.

Ms. Ghattas requested approval for the following items:

- To propose change in hours of operation for Linebaugh Public Library with implementation at the branch manager's discretion;
  - Monday – Thursday: 8 am – 8 pm
  - Friday – Saturday: 9 am – 5 pm
  - Sunday: 1-6 pm

Ms. McGannon made a motion to approved shifting hours that would allow Monday-Thursday, 8 am – 8 pm, that staff explore possible tweaks for Friday, Saturday, and Sunday schedule in a way that does not increase the hours of operation and implement the shift as they see fit. Ms. Baucum seconded. All present said “AYE”. Motion carried.

- To initiate the process for a Request for Proposal on replacing Linebaugh Library's flooring throughout the library, with an understanding that Ms. Ghattas will return to the Board for the final request of funding for the project once quotes are obtained. Ms. McGannon made a motion to approve the request. Ms. Roh seconded. All present said “AYE”. Motion carried.

**MGL Library:** Ms. Barrett was absent. Reports were submitted in the packet.

**Technology Engagement Center (TEC):** Reports were submitted in the packet.

**Bookmobile (BKM):** Reports were submitted in the packet.

**Historical Research Center (HRC):** Reports were submitted in the packet.

**Friends of Linebaugh Library (FOLL):** Mr. Beasley submitted reports via email.

**Smyrna Library:** Reports were submitted in the packet.

Ms. Graves requested approval for the following:

- To replace the library's 22-year old window shades with something more functional and modern. FOSL received a \$5,000 grant to cover a portion of the cost. Ms. Graves requested an amount up to \$7,000.00 that will be taken from Smyrna Library's reserves. Mr. Sullivan made a motion to approve the request. Dr. Lambert seconded. All present said “AYE”. Motion carried.
- To request permission to list a very large desk on the TLA-listserv that Smyrna Library no longer needs. It was offered first within the library system, but there were no takers. Mr. Sullivan made a motion to approve the request. Ms. Baucum seconded. All present said “AYE”. Motion carried.

Ms. Graves also mentioned that Smyrna Library spent \$10.00 on FB (Facebook™) to boost advertising for the Story Book Walk. It tripled the statistics versus normal FB postings!

-----  
**Friends of Smyrna Library (FOSL):** Ms. Pickett reported the following:

- Received a grant of \$5,000.00 from MTEC for the replacement of window shades for the Smyrna Library.
- Provided treats and bags for Smyrna staff during the National Library Week.

**Eagleville Library:** Ms. Jordon was absent. Reports were submitted in the packet.

**Friends of Eagleville Library (FOEL):** Ms. Wheeler was absent.

**Rutherford County Library System (RCLS):** Reports were submitted in the packet.

- Ms. Shacklett recommended to the Board that RCLS adopt a fine free policy (rationale stated in her reports). Dr. Lambert made a motion that RCLS eliminates overdue fines effective July 1, 2022. Ms. Roh seconded.

Dr. Lambert amended his motion to wit: “approve the concept provisionally subject to additional information from staff before the final approval of the proposed effectivity date of July 1, 2022.” All in favor said “AYE”. One (1) opposed. Motion carried.

**Outreach Update** – Reports were submitted in the packet.

**Library Foundation:** Ms. Shacklett reported the following:

- Fundraiser Name: A Magical Night on Main
- Date: Saturday, May 7, 2022
- Proceeds: the purchase of a new Bookmobile to replace the existing unit that is no longer serviceable.

**Stones River Regional Library:** Ms. Huddleston distributed her reports to the Board.

**OTHER BUSINESS:**

None.

The meeting adjourned at 6:45 pm.