

RUTHERFORD COUNTY LIBRARY SYSTEM
BOARD OF DIRECTORS
MINUTES OF MEETING
Monday, July 20, 2020

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Steve Sullivan

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, July 20, 2020, at 5:00 p.m. at Linebaugh Public Library and via Zoom. Eight (8) board members attended in person and three (3) via Zoom.

Mr. Holden welcomed two (2) new Board members: Ms. Lauren Brandon, appointed by the City of Eagleville and Ms. Lynette Ingram, appointed by the City of Murfreesboro.

CONSENT AGENDA:

None.

MINUTES:

The Minutes of Meeting held on June 15, 2020 were presented for approval. There being no corrections, additions, or changes, Ms. McGannon made a motion to approve the Minutes as presented. Mr. Bowling seconded. Motion carried.

REPORTS FROM FRIENDS:

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

- ✓ The FOLL bookstore normally does not hold book sales during the months of July and August due to high temperatures in the bookstore area. During this pandemic season, the FOLL came up with some creative ways of selling books: reached out to individual shoppers and booksellers, online selling. To date, FOLL collected \$500.00 in book sales!
- ✓ The \$2.00/bag book sales inside the library are on-going and very popular to patrons.
- ✓ FOLL is receiving large quantities of book donations and are having issues with space; where to store these books! Will be having a group meeting this week to tackle this issue.

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

- ✓ Ms. Stevens was pleased to report that FOSL is officially “live” with GivingMatters.com.
- ✓ Trying to come up ways to sell books as well as the Walter King Hoover book.

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

- ✓ The FOEL is planning to have a “Book Walk” on August 1, 2020.
- ✓ Planning annual book sale to be held on September 26, 2020 during the City of Eagleville’s Annual Fall Festival.

Foundation: Nothing to report at this time.

COMMITTEE REPORTS:

Finance Committee:

Mr. Bowling requested the Board’s approval to re-allocate funds in the 2019-2020 budget to balance line items as required by our external auditor, Dempsey, Vantrease, & Follis. The Board does it every year as we close our books for the fiscal year. Ms. McGannon made a motion to approve the request. Mr. Holden conducted a roll call vote. Ten (10) voted “yes” and one (1) abstained. Motion carried.

Mr. Bowling presented the Financial Statements ending June 30, 2020 and requested the Board to accept the report. Ms. McGannon made a motion to approve the report as submitted and authorized the use of reserve funds for MGL and Eagleville to make up for the shortfall. Mr. Bowling seconded. Mr. Holden conducted a roll call vote. All board members who were present voted in affirmative. Motion carried.

Mr. Bowling presented the revised budget for FY 2020-21. The revision was done to adjust the percentage of Rutherford County funds that goes to each branch. Ms. McGannon made a motion to approve the revised budget for FY 2020-21. Mr. King seconded. A roll call vote was conducted. All board members who were present voted in affirmative. 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 reported that Mr. King, Dr. Lambert and Ms. Baucum are expected to be approved in the Rutherford County Commission meeting in August.

Judge Alexander also announced that Rutherford County Mayor, Bill Ketron, signed an executive order this afternoon (Monday, July 20, 2020), mandating masks to be worn on all public places effective Wednesday, July 22, 2020. This item will be discussed further in the Phase Two section of the agenda.

Development & Acquisitions: Vacant

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:

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

- ✓ Ms. Jordon was approached by Joyce Jones of the Eagleville Community Center Association. They have recently re-paved the parking lot and have fallen short in the amount of \$1,300.00. They already paid \$15,000.00. Ms. Jones asked if the Eagleville Library could cover the \$1,300.00. Ms. Jordon mentioned that when the Eagleville Community Center repaired the roof a few years back, they asked the Eagleville Library to share one-third of the cost. \$1,300.00 is less than one-third of what they already paid for the re-pavement of the parking lot. Ms. McGannon made a motion to approve the request and authorized the use of reserve funds, if needed. Judge Alexander seconded. Motion carried.

MGL Library: Ms. Barrett had nothing to add to her written reports.

Smyrna Library: Ms. Graves reported about some issues with the cooling unit that was replaced in 2018. She will check warranty of the unit.

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

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

- ✓ Announced the hiring of Dave Rollins as RCLS's Courier Driver.
- ✓ Ms. Ghattas read some compliments from patrons who were grateful with some of our programs during this difficult period.

Rutherford County Library System (RCLS): Ms. Shacklett presented two (2) items for the Board's approval:

- ✓ Each year, the RCLS receive funds from the Tennessee State Library and Archives (TSLA) for materials (only) and Board approval is required as to how the funds are divided among the branches. Ms. Shacklett proposes the following:
 - Eagleville – 10%
 - Linebaugh – 40%
 - MGL – 10%
 - Smyrna – 40%
 - TEC – does not receive any funds since these are for materials only NOT technology.Ms. McGannon approved the proposed percentages for the allocation of funds received from the TSLA among RCLS branches. Mr. King seconded. Motion carried.
- ✓ Ms. Shacklett requested the Board's approval to reimburse the City of Murfreesboro in the amount of \$7,029.36 for cameras installed in strategic areas on the Civic Plaza and parking garage that will benefit Linebaugh Library. The motion also authorized taking this amount out of maintenance reserves, if needed. Ms. McGannon made a motion to approve the request. Dr. Lambert seconded. Motion carried.

Ms. Ghattas will be given access to these cameras, along with the City of Murfreesboro and the Police Department.

- ✓ Ms. Shacklett announced the retirement of Frances James, RCLS's bookkeeper, effective July 1, 2020. Ms. Shacklett also recognized Ms. James forty (40) years of dedicated service with RCLS!

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

- ✓ The SRRL will be holding bi-monthly conference calls for directors on Covid-19 issues. The first one will be held on Friday, July 24, 2020.
- ✓ SRRL in-service programs will be streamed or recorded, at least, until the end of December

OPERATION PHASE 2 PLAN UPDATE:

- ✓ Ms. Shacklett recommended keeping the Phase 2 Plan with some changes in relation to today's mandate about wearing masks, as well as eliminating senior hours at MGL, TEC, and Eagleville Libraries as no seniors are taking advantage of those hours.
- ✓ Ms. McGannon made a motion to amend the Phase 2 Plan by adding face masks be required by patrons at all branches effective July 22, 2020 in accordance with County Mayor Ketron's executive order. If the mayor rescinds the executive order that would automatically modify that particular provision in our Phase 2 Plan. The motion also included the elimination of senior hours in all branches except Linebaugh and Smyrna. Mr. King seconded. Motion carried.

OTHER BUSINESS:

- ✓ The RCLS Board meeting in August was originally scheduled to be held at the Smyrna Library. However, the conference room is being used to quarantine books before returning them back into circulation. Mr. Holden suggested holding the August meeting at Linebaugh Library Youth Services area in person and via Zoom. Ms. McGannon made a motion to approve the suggestion. Mr. Bowling seconded. Motion carried.

The meeting adjourned at 6:30 p.m.