

RUTHERFORD COUNTY LIBRARY SYSTEM
BOARD OF DIRECTORS
MINUTES OF MEETING
Monday, August 17, 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	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
Elsa Britt, Recorder
Susan Todd, RCLS staff
Monique Watson, RCLS staff
Dave O’Flaherty, Linebaugh staff
Niki Bernett, Smyrna Staff
Al Brittain, Smyrna Staff

OTHERS ABSENT:

Brittany Stevens, President, Friends of Smyrna Library
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, August 17, 2020, at 5:00 p.m. at Linebaugh Public Library and via Zoom. Nine (9) board members attended in person and three (3) via Zoom.

Mr. Holden welcomed a new Board member, Ms. Janita Baucum, appointed by Rutherford County.

CONSENT AGENDA:

None.

MINUTES:

The Minutes of Meeting held on July 20, 2020 were presented for approval. There being no corrections, additions, or changes, Mr. West made a motion to approve the Minutes as presented. Mr. King seconded. Motion carried.

REPORTS FROM FRIENDS:

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

- ✓ The \$2.00/bag book sales, which is very popular at Linebaugh, are now available at MGL and the TEC.
- ✓ FOLL continues to receive tons of book donations, especially children's books. FOLL decided to donate some of these books to new teachers from Rutherford County Schools and Murfreesboro City Schools. Ms. Pineault will continue to reach out to new teachers after they've settled down from school opening.
- ✓ Due to the Covid-19 pandemic there has been an 85% increase in parents home-schooling their children. Ms. Pineault will start to reach out to these parents next week to help them find school books for their children.
- ✓ Ms. Pineault is working on increasing FOLL's presence on social media. To date, "likes" on FOLL page have more than doubled and one post has more than 3,000 views!
- ✓ FOLL is curating books out of the \$2.00/bag book sale. Books that were pulled out are being posted on Facebook and E-Bay. To date, all five (5) books posted on Facebook were sold for \$10.00 each. One (1) book was sold on E-Bay for \$79.99!
- ✓ Started scheduling appointments for people (booksellers, individual shoppers) who want to shop inside the bookstore. Only four (4) people are allowed inside at any given time which includes the volunteer.
- ✓ In July, FOLL sold almost \$1,400.00 worth of books!

Smyrna Friends (FOSL): Ms. Stevens was absent. Ms. Graves reported the following on her behalf:

- ✓ FOSL is looking for sponsors to help the Youth Services Department continue the Story Book Walks program, at least thru the end of the year. A sponsorship costs \$90.00 which will cover a full month of providing books for the program. A new book will be displayed every two (2) weeks. A sponsor's name or business will be posted on the first sign of the Story Book Walk for that month. The Story Book Walk program is a safe and socially distanced way to encourage literacy.

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

- ✓ The FOEL participated at the City of Eagleville's First Friday event on August 7 and will continue to participate at this event in September.
- ✓ The City of Eagleville's Annual Fall Festival was cancelled due to Covid-19.

Foundation: The Foundation Board will meet on Wednesday, August 19.

COMMITTEE REPORTS:

Finance Committee:

Mr. Bowling made a motion for the Board to approve the revised budgets for the FY 2020-21. The revision was made due to updated insurance costs for each branch, and in doing so we need to reallocate the City of Murfreesboro funds differently between Linebaugh and MGL. Also, an error was discovered in one of the links from the expenditure sheets to the budget sheets. These errors have been resolved. Ms. Ingram seconded. Motion carried.

Mr. Bowling presented the Financial Statements ending July 31, 2020. Revenues and expenditures are on track for this period. The Board unanimously accepted the report as presented.

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 has 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:

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

MGL Library: Ms. Barrett shared an email sent to her by a patron who was very appreciative of the support given to her and other parents home-schooling their children: "MGL library is providing great materials and resources for their family."

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

- ✓ Recognized Liz McLuckie and Niki Bernett for the smooth operation of the Summer Feeding Program during the months of June and July. A total of 3,058 lunches were distributed to children and helped families that really need this program. They also recruited, trained and supervised 30 teen volunteers who helped in the Youth Services area (restricted area due to the Covid-19 pandemic): greet patrons, retrieve materials for patrons, offered "reader advisory" to patrons and they also helped curate book bundles.
- ✓ Plans to have the conference room available again, and possibly offer it as student learning stations, similar to MGL and TEC. Right now, it is being use as a holding area for returned books being quarantined for 72 hours.

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

- ✓ Recognized Amanda Caperton, a part time staff at the TEC's front desk, for making videos that replaced the TinkerTEC program, and posting them on Instagram and Facebook. She earned some followers on these videos! Her topics were: "Density and Water", "Coding and Algorithms". Her next project is "How to Sign-Up for an E-Card".

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

- ✓ Tuesday, August 18, is the 100th anniversary of the 19th Amendment – Women’s right to vote. Linebaugh is hosting a special exhibit on the suffrage movement and Tennessee’s historic involvement in the event. The display will be running until mid-September.
- ✓ Students from the Central Magnet School contacted Ms. Ghattas requesting a possibility of providing an after-school space for studying at the library. Similar requests were received at the TEC from MTSU students as well as from Rutherford County and City school systems. With the re-opening of the schools, Ms. Ghattas is anticipating an influx of this type of request that she would like to ask the Board’s approval for the libraries to have a “soft” return to its regular hours, except Sunday (which would remain closed), starting September 8, 2020:

Linebaugh: Monday – Thursday: 9 am to 9 pm
Friday – Saturday: 9 am – 5 pm
Sunday: remain closed

TEC: Monday – Thursday: 10 am – 8 pm
Friday – Saturday: 10 am – 5 pm
Sunday: remain closed

Mr. Bowling made a motion to give branch managers flexibility in returning to or adjusting their hours if there is a demand for it. Ms. Trail seconded. A voice call was made, eleven (11) said “aye”, one (1) opposed. Motion carried.

Ms. McGannon requested Library Director go back to emailing a weekly update to the board in order to see what are the numbers after the normal hours, if there are any problems with teens not adhering to our Phase 2 policies, etc. The update would begin a week after a library changes to the new schedule.

- ✓ Maintenance issues:
 - Stairwells and elevator foyers have been painted to match the letters on each level of the parking garage.
 - Handrail in the stairwell is still down. The City of Murfreesboro will take care of the issue but said it needs steel reinforcement before putting it back up. They hope to have it done next week.
 - HVAC issue upstairs. Called a plumber to take care of it.

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

- ✓ The bookkeeping position will be outsourced at least until the end of the calendar year. Currently gathering quotes from interested CPA firms.
- ✓ Received approval to get \$3,750.00 grant through the State Library and Archives for the CARES (Coronavirus Aid, Relief, and Economic Security) Act. Unfortunately, this grant only allows up to \$750.00 only for PPE (Personal Protective Equipment) spending.
- ✓ Recognized Garrett Crowell for overseeing the Bookmobile and its programs.
- ✓ Ms. Shacklett will be out of office from August 24 – 28.

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

- ✓ Kathleen Tyree and Trey Gwinn agreed to do a virtual presentation for the SRRL:
 - Friday, August 21 – “What You Need to Create a TEC in your Community”
 - Thursday, September 3 – “Podcasting 101”
- ✓ Hybrid (in-person and virtual) training will be conducted on September 25, 2020 on “Discovering How to Lead” by Jason Martin, Associate Dean, James Walker Library of MTSU.

OTHER BUSINESS:

None.

The meeting adjourned at 6:00 p.m.