

**RUTHERFORD COUNTY LIBRARY SYSTEM**  
**BOARD OF DIRECTORS**  
**MINUTES OF MEETING**  
**Monday, April 15, 2019**

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**MEMBERS PRESENT:**

Judge Lynn Alexander	Tim Bowling	Joyce Ealy	Madelyn Scales Harris
Rollie Holden, Jr.	Dr. Frank Lambert	Marcie Leeman	Steve Sullivan
Lisa Trail			

**MEMBERS ABSENT:**

Dr. Jamie Burriss	Kathy Campbell	Susan McGannon	Jim Tyson
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**OTHERS PRESENT:**

Rita Shacklett, Director, RCLS	Elsa Britt, Recorder
Carol Ghattas, Branch Librarian, Linebaugh	Linda Vile, President, Friends of Linebaugh Library
Ginger Graves, Branch Librarian, Smyrna Library	Rebecca Cowan, Vice-Pres., Friends of Smyrna Lib.
Donna Jordon, Supervisor, Eagleville Library	
Kathleen Tyree, Branch Librarian, TEC	
Mindy Barrett, Supervisor, MGL Library	
Kate Huddleston, Asst. Director, Stones River Regional Library	
Susan Todd (staff)	

**OTHERS ABSENT:**

Patti Smotherman, 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. Bowling, Chair, on Monday, April 15, 2019, at 5:00 p.m. at Smyrna Public Library.

**CONSENT AGENDA:**

None.

**MINUTES:**

The Minutes of Meeting held on March 11, 2019, were presented for approval. There being no corrections, additions, or changes, Ms. Ealy made a motion to approve the Minutes as presented. Ms. Leeman seconded. Motion carried.

## **REPORTS FROM FRIENDS:**

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

- ✓ Ms. Joyce Cunningham resigned from the FOLL Board as she and her family relocated to Georgia. Ms. Vile recognized Ms. Cunningham's long and dedicated service on the FOLL Board.
- ✓ The 2019 FOLL brochure is now available. Ms. Vile gave each Board members a copy or copies to spread around.
- ✓ FOLL approved \$4,500.00 for the Summer Reading Program at Linebaugh, MGL, and TEC.
- ✓ Book sales last month collected \$2,200.00. This month's book sale will be held on Saturday, April 20 from 9 am – 12 noon.
- ✓ Current members to date: 179 including one new Life Member.
- ✓ Marilyn Morrison will be honored at the TLA Friends and Trustees Luncheon on Friday, April 26, 2019, as the TN Friend of the Year Award recipient.
- ✓ The Big Payback Day (a community-wide, 24-hour online giving challenge. This charitable event will help area nonprofits raise much-needed dollars and bring awareness to pressing needs in our community) sponsored by The Community Foundation of the Middle Tennessee will be held on Thursday, May 2, 2019. Please donate to FOLL by accessing them through the Support Groups on the RCLS website or through Givingmatters.com. Funds raised through this event will be used to purchase a transit vehicle for the RCLS. Please help FOLL spread the word!

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

- ✓ Proud to announce Smyrna Friends has more than 1,000 LIKES on their Facebook page and over 600 Followers.
- ✓ Received two (2) grants for the Summer Reading Program:
  - Walmart - \$500.00
  - Predators - \$4,000.00
- ✓ Provided goody bags for the NASA @ My Library Workshop participants held on March 28-29, 2019.
- ✓ Provided goodies as well to Smyrna Staff for National Library Workers Day on April 9, 2019.
- ✓ Working with Ms. Graves on Smyrna Library's 20th-year celebration in November of this year.
- ✓ Smyrna Library was chosen as the venue for the Level V Library Directors' Summit to be held in November. This event will coincide with the 20<sup>th</sup> anniversary celebration of the Smyrna Library.
- ✓ Placed eight (8) Little Free Libraries in strategic locations in the Town of Smyrna, and plans to place seven (7) more.

Eagleville Friends (FOEL): Ms. Smotherman was absent. Ms. Jordon reported the following

- ✓ In recognition of National Library Workers' Day on April 9, FOEL sent flowers to Eagleville staff and to the Library Director.
- ✓ Will assist Eagleville Library on their next event, Free Comic Book Day, on May 4.

Foundation: The Foundation Board will meet on Wednesday, April 17.

## **COMMITTEE REPORTS:**

**Finance Committee:** Ms. Ealy reported the Financial Reports ending March 31, 2019 were on track for this period of the year. Ms. Scales Harris made a motion to accept the report as presented. Mr. Sullivan seconded. Motion carried.

**Personnel Committee:** Ms. Campbell was absent.

**By-Laws & Policies:** Ms. McGannon was absent.

**Nominating:** Dr. Burriss was absent.

**Development & Acquisitions:** Ms. Leeman had nothing to report at this time.

**Strategic Planning:** Dr. Lambert will present the RCLS Strategic Plan at next month's meeting.

**Facility Maintenance:** Mr. Holden presented a request from Ms. Ghattas to replace eight (8) picture windows in the Children & Youth Services area as they are getting foggy and one (1) window is cracked. Quotes were obtained, and the lowest quote is \$6,288.00 from Hamilton Glass. Mr. Holden made a motion to approve \$6,288.00 to replace said windows in the Children & Youth Services area to be taken out of Maintenance Reserves, if necessary. Mr. Sullivan seconded. Motion carried.

**Ad Hoc Committee:**

**Marketing Committee:** Ms. Trail had nothing to report at this time.

## **REPORTS FROM LIBRARIES:**

**Eagleview Library:** Ms. Jordon distributed flyers promoting the Free Comic Book Day on May 4 printed on one side and the Summer Registration Form on the other side. 2,000 flyers were printed for distribution to elementary schools in the area: Eagleview and Rockvale.

**MGL Library:** Ms. Barrett highlighted/added the following from her written reports:

- MGL staff is partnering with Patterson Park & Rec staff to present the Annual Senior Connection Fair, an event where seniors in our area may connect with organizations to find ways to volunteer or be involved with different groups in the community. It will be held on May 10.
- Received a compliment from a patron who has been coming to the MGL Library for a number of years. He noticed and enjoys the improvements done in the library; it is becoming a nice space! Ms. Barrett expressed her appreciation to her staff who made the improvements happen!

**Smyrna Library:** Ms. Graves highlighted/added the following from her written reports:

- ✓ The NASA @ My Library Workshop held on March 28 – 29, 2019 was a huge success!
- ✓ Getting ready for the Free Comic Book Day, an all-day event on May 4.

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

- ✓ Update on the TEC door: Ms. Tyree met with Greg McKnight (City of Murfreesboro), Steve Ballard (Ballard Construction), and Mark Noudini (Stanley Access representative) about add-on automated door opener. A quote should be received soon. (Note: current door is ADA compliant but very heavy that several patrons have trouble opening them. Automatic door option was not taken to save money on construction. However, there were money left-overs from the Christy Houston Funds that we could use to retrofit the door to automatic. The City of Murfreesboro is managing these funds and is coordinating with contractors in this matter).

- ✓ Update on landscaping: The Street Department, City of Murfreesboro “adopted” the TEC; they will start mowing the area this Spring and will mulch starting next year.
- ✓ The TEC will be having an Open House for the Murfreesboro City Schools on May 3. This event will be a great opportunity to promote the Free Comic Book Day, the Summer Reading Program, as well as services provided at the TEC.
- ✓ 81 reservations were made in our meeting rooms, excluding walk-ins, last month.
- ✓ The TEC will be hosting the Rutherford County Chamber of Commerce (RCCC) Business After Hours on Tuesday, June 11, 2019 from 4:30 – 7:00 p.m. Ms. Tyree will be requesting some grants from FOLL to help with hors d’oeuvres costs estimated at \$1,100.00. Mr. Sullivan suggested Ms. Tyree may want to contact some caterers who may want to donate food or drinks in exchange for advertising.

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

- ✓ Food for Fines Program: This year, we collected 776 canned items system-wide, an unusual drop in number compared to previous years. We will try to analyze reasons for the dramatic drop of collections of canned items during this period.
- ✓ Staff changes: Long-time employee, Becky Abraham, retired last month after working with Linebaugh for over 21 years! Two (2) other staff members moved on to new adventures (James Rucker and Michael Cleaves) which opened opportunities for our in-house staff as well. Jonathan Headrick has moved from library associate mainly on the first floor service desk to the second floor, while Katelyn Cash and Kelly Norton, both became full-time library associates for the front desk. We still need to fill two (2) part time positions and we hope to have them in place by the end of the month.
- ✓ Miscellaneous items:
  - Recently read the book *The Librarian’s Guide to Homelessness: an empathy-driving approach to solving problems, preventing conflict, and serving everyone* by Ryan J. Dowd. Mr. Dowd is the director of Hesed House in Chicago that works with homeless population there. He also partnered on the movie, “The Public”. Ms. Ghattas plans to get copies of this movie and have a Movie Night for staff. The movie showed how library is changing in the way homelessness affect librarians and how librarians meet their needs and serve them very well. Ms. Ghattas also encouraged the Board to watch this movie.
  - Attended tri-regional workshop in Brentwood on April 3 about “Sustainable Staff Development”.

**Rutherford County Library System (RCLS):** Ms. Shacklett reported the following:

- ✓ Met with Craig Tindall (City Manager, City of Murfreesboro) and Anne Davis (Executive Director, Christy Houston Foundation) on Friday, April 5, 2019 to discuss about unspent funds from the building construction: basically boils down to either return them or ask for specific items. These were the items discussed:
  - Automatic door for the TEC.
  - Foundation Directory Online license: Ms. Davis suggested that we apply for a grant to buy a license for a resource for non-profits called Foundation Directory Online. Ms. Davis said that the closest facility that has this online resource is the Nashville Public Library, and it would be nice to have it at the TEC. The cost is \$5,000.00 a year. She suggested we apply for five (5) years for this database.

- ✓ No specific location yet for the Administration Building, but we may have to stay in our current building until mid-Summer.
- ✓ Ms. Shacklett will be meeting with Rutherford County Mayor, Bill Ketron, on April 16, 2019 to discuss about a possible library in the Blackman area as well as possible space the County may have available to house the Administrative and Technical Services staff.
- ✓ Ms. Shacklett discussed the “Introduction” page of the 2018 Tennessee Standards for Public Libraries. She thought it might be helpful to focus on a section each month to help us become familiar with new guidelines. Keep in mind that RCLS is a Level V library system (50,000-300,000 population).

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

- ✓ Thanked Smyrna Library for accepting to host the Level V Directors’ Summit in November.
- ✓ Three (3) more workshops remaining this fiscal year:
  1. May 2 – NASA Kit Workshop
  2. May 15 – Best Auditing Practices
  3. May 23 – Directors’ Roundtable

**OTHER BUSINESS:**

- ✓ On behalf of the Board, Ms. Shacklett recognized and congratulated Judge Lynn Alexander as an “Athena Award” nominee.
- ✓ Ms. Leeman suggested that FOLL may want to consider attending the event the night of May 2 in relation to the Big Payback Day as donors will be attending this event from 4:30 – 6:30 pm at Smyrna Depot.

There being no other matters to discuss, the meeting adjourned at 6:00 p.m.