

RUTHERFORD COUNTY LIBRARY SYSTEM
BOARD OF DIRECTORS
MINUTES OF MEETING
Tuesday, January 22, 2019

MEMBERS PRESENT:

Tim Bowling	Joyce Ealy	Susan McGannon
Madelyn Scales Harris	Rollie Holden Jr.	Marcie Leeman
Steve Sullivan	Lisa Trail	Jim Tyson

MEMBERS ABSENT:

Judge Lynn Alexander	Dr. Jamie Burriss	Kathy Campbell
Dr. Frank Lambert		

OTHERS PRESENT:

Carol Ghattas, Branch Librarian, Linebaugh	Ginger Graves, Branch Librarian, Smyrna
Donna Jordon, Supervisor, Eagleville Library	Kathleen Tyree, Branch Librarian, TEC
Mindy Barrett, Supervisor, MGL Library	
Kate Huddleston, Asst. Director, Stones River Regional Library	
Elsa Britt, Recorder	
Linda Vile, Friends of Linebaugh Library	
Patti Smotherman, President, Friends of Eagleville Library	
Susan Todd (staff)	

OTHERS ABSENT:

Rita Shacklett, Director, RCLS
R.J. Myers, President, Friends of Smyrna Library

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 Tuesday, January 22, 2019, at 5:00 p.m. at Linebaugh Public Library.

Mr. Bowling mentioned that Ms. Shacklett is out of town due to a family emergency.

CONSENT AGENDA:

None.

MINUTES:

The Minutes of Meeting held on December 17, 2018, were presented for approval. Ms. McGannon made a correction in page 4, last paragraph under Smyrna Library report, the phrase “to be molded” into “to develop mold”. There being no further corrections, amendments, changes, and/or additions, Ms. Leeman made a motion to approve the Minutes as corrected. Ms. McGannon seconded. Motion carried.

REPORTS FROM FRIENDS:

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

- ✓ The author luncheon will be held on Saturday, January 26, 2019 at The Woman's Club from 11 am – 1 pm. Guest author will be Phyllis Gobbell, author of *A Season of Darkness* and *Treachery in Tuscany*. Ms. Gobbell will have a book signing with copies of her book for sale.
- ✓ Two (2) book sales will be held in February:
 - February 9, 10 am – 12 noon, members only sale
 - February 16, 9 am – 12 noon, public sale
- ✓ FOLL approved to take \$3,000.00 of the \$6,000.00 needed for its portion of the TEC utilities in 2019 from savings. (Note: FOLL made a commitment to give \$6,000.00/year for TEC's utilities for three (3) years.)
- ✓ New FOLL brochure should be out by March.

Smyrna Friends (FOSL): Mr. Myers was absent. Ms. Graves mentioned the following:

- ✓ The FOSL will be having their "Souper Saturday" membership drive on Saturday, January 26, 2019 from 11 am – 1 pm.
- ✓ Mr. Myers resigned as President of the FOSL. Brittney Stevens moved from Vice-President to President, and on their Board Retreat in February, they will nominate and vote for a Vice-President.
- ✓ FOSL applied for the Predators Grant to hopefully, get some SRP funds.

Eagleville Friends (FOEL): Ms. Smotherman reported that FOEL held their membership drive last week and signed up forty (40) new members!

Foundation: No report. Dr. Burriss resigned as the Library Board's representative to the Foundation Board.

COMMITTEE REPORTS:

Finance Committee: Ms. Ealy reported the following:

- ✓ Gave update on issues the Board voted on December 17, 2018:
 - Completed the consolidation of all the library branches' banking accounts: To date, the RCLS has a joint checking account, a joint money market account, a CTC account, and Linebaugh Maintenance Account.
 - Bank accounts are reconciled as of December 31, 2018. We will continue to implement reconciliation procedures adopted on December 17, 2018.
- ✓ Presented the Statement of Financial Income and Expense from July through December 2018. Income and expenses are on track for this time of the year. Ms. Leeman made a motion to accept the Financial Report as presented. Mr. Tyson seconded. Motion carried. Mr. Holden asked about line item 63201 – TEC - \$176,485.64, whether these expenses were deducted from City of Murfreesboro funds/TEC. Ms. Ealy referred the question to Ms. Shacklett to be answered at next month's meeting.
- ✓ Presented the Proposed Budget for FY 2019-2020. This budget was reviewed and approved by the Budget and Finance Committee at their meeting held on Thursday, January 17, 2019. Ms. Ealy noted several sources of increase:

- Increase in health insurance costs and change in plan benefits. Renewals are not until August 1, 2019, so there is no solid information as to what our rates will be. By averaging rates over the last 5 years, we budgeted for a 15% increase for health insurance for FY 2019-2020.
 - Increase in salaries (3.5% increase).
 - A decrease in fines and fees over the past year (mainly for Linebaugh and Smyrna) due to a change in our automation software. Print books and audiobooks automatically renew the first time. This is a great feature for patrons but there has been a significant reduction in this area of revenue.
- ✓ The Budget and Finance Committee made a motion to approve the FY2019-2020 budget. Ms. McGannon seconded. Motion carried.
- ✓ Discussions about the budget:
- Mr. Holden asked which level of staff salaries was adopted in this budget (the report showed two tables: (1) no step increase, and (2) with 3.5% step raise). Ms. Ealy replied salaries with 3.5% increase was reflected in the proposed budget. However, Ms. McGannon clarified that the proposed salary figures were used to develop the budget but it should not be taken as the Board's expressions that each employee will be getting 3.5% increase because that is yet to be determined by the funding bodies.
 - Mr. Sullivan highlighted two line items that are somewhat variables:
 - Revenues – Fines, Fees, & Msc – these numbers are estimates based on expected fines; so it could be more or less.
 - Expenditures – Insurance – 15% increase was used in the budget preparation but it could also fluctuate.

Personnel Committee: Ms. Campbell was absent. Mr. Bowling again deferred the Director's evaluation to next month's meeting as Ms. Shacklett is not here today. Ms. Trail also noted that six (6) Board Members participated in the Director's Evaluation.

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

Nominating: Dr. Burriss was absent.

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

Strategic Planning: Dr. Lambert was absent. Ms. McGannon reported that the committee met and reviewed a draft copy of the Strategic Report, provided inputs in the draft, and sent it back to Ms. Shacklett for feedbacks.

Facility Maintenance: Mr. Holden had nothing to report at this time.

- ✓ Ms. McGannon expressed her concern about possible hazards posed by loose/uneven bricks and exposed sands in the vestibule built by the City of Murfreesboro to protect the outside elevator from the elements. Ms. Harris and Ms. Ghattas replied that it has been reported to the City of Murfreesboro's maintenance department and they will continue to follow-up with them until this area is repaired.
- ✓ Is the City of Murfreesboro going to have a budget to clean, re-paint and remove the police designated parking area markings in the garage? Ms. Harris will inquire with the City of Murfreesboro and will keep the Board posted. (Update: Before the meeting ended, Ms. Harris received a call from Craig Tindall, Murfreesboro City Manager, informing her that re-painting of the garage is not in the budget, however, the Street Department was assigned to periodically clean the parking garage. As to the police car parking markings, Murfreesboro Police will continue to patrol the area as there were reports that some cars are parking there overnight.)
- ✓ Ms. McGannon inquired if cleaning/painting would include the elevator foyer? Ms. Ghattas replied that if the City of Murfreesboro/Street Department would not do it, Linebaugh would. She will coordinate with City Manager's office.

Ad Hoc Committee:

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

Ms. Leeman requested that the Eagleville Committee be reinstated. Mr. Bowling will touch base with Ms. Shacklett before making a decision.

REPORTS FROM LIBRARIES:

Eagleville Library: Ms. Jordon added to her written reports that the FOEL supplied a meal to the Eagleville City Council. The gesture was greatly appreciated by the council!

MGL Library: Ms. Barrett had nothing to report at this time. Ms. Barrett took this position on January 17, 2019.

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

- ✓ Weeding DVDs of duplicates.
- ✓ Minor maintenance issues:
 - Roofing company caulked expansion joint on wall adjacent to roof.
 - Plumber repaired leaks in internal drain pipes.
 - Plans to clean the landscaping around the library and possibly trimming some of the trees.
- ✓ Outside awnings need to be cleaned or replaced
- ✓ Planning to celebrate Smyrna Library's 20th anniversary by having an Open House in November.

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

- ✓ TEC was contacted by a local Drag performer group who hope to have a Drag Queen Story Time at the TEC. Ms. Tyree has shared the multi-purpose room policy with them. It will not be a library-sponsored event, simply an event at a public library. Ms. Tyree will keep the Board posted as new information becomes available.
- ✓ Heating issues in the multi-purpose room. Ms. Tyree is coordinating with the HVAC company to solve this issue.

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

- ✓ Film Noir has been cancelled due to the coordinator's scheduling conflict.
- ✓ Linebaugh Library Open House is scheduled on Tuesday, January 29 from 9 – 11 am. Breakfast snacks will be available as people come in to see the changes made.
- ✓ Completed interviews for Youth Services Associate position as well as the Courier/Driver position. We hope to have the new employees in place next month.

Rutherford County Library System (RCLS): Ms. Shacklett was absent.

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

- ✓ In-service workshop on "TEL-Time", an overview of new resources and databases available at the Tennessee Electronic Library. It will be held on Wednesday, February 6.
- ✓ "Big Talks from Small Libraries", is a free one-day webinar conference aimed at librarians from small libraries; it gives a lot of ideas on programming and resources for small libraries. It will be held on Friday, February 22 from 8:30 am – 5 pm. Attendees may assign staff to attend the webinar at different times.

OTHER BUSINESS:

- ✓ 2019 Board meetings – location changes. Ms. Leeman made a motion to approve the 2019 Board meeting location changes as presented. Mr. Tyson seconded. Motion carried.
- ✓ Need to re-think the way we are doing the Annual Board Retreat or do something differently as attendance was lower this year and many council members do not attend.
- ✓ Work on getting on the funding bodies' agendas and do a presentation not only during budget season but during regular council meeting times as well. It is important that we always apprise our funding bodies of the importance of the Library; how it affects the lives of our community. For instance, Ms. Jordon attends the Eagleville City Council meeting every month and keeps them informed of projects, programs, and technologies available at the Eagleville Library. Ms. Shacklett is doing it also with the Town of Smyrna and with the Health and Education Committee of the Rutherford County. It was suggested that the Murfreesboro library manager/supervisors rotate quarterly in attending and doing a presentation at the City Council meetings, and Ms. Shacklett for the annual presentation. Mr. Sullivan urged that this idea must be implemented immediately before the funding bodies vote on the budget for FY 2019-2020.

There being no other matters to discuss, the meeting adjourned at 6:10 p.m.