

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

MEMBERS PRESENT:

Judge Lynn Alexander	Phil King
Tim Bowling	Dr. Frank Lambert
Joyce Ealy	Chris West
Rollie Holden	

MEMBERS ABSENT:

Madelyn Scales Harris	Steve Sullivan
Marcie Leeman	Lisa Trail
Susan McGannon	Jim Tyson

OTHERS PRESENT:

Rita Shacklett, Director of Libraries, Rutherford County Library System (RCLS)
Carol Ghattas, Branch Manager, Linebaugh
Ginger Graves, Branch Manager, Smyrna Library
Kathleen Tyree, Branch Manager, Technology Engagement Center (TEC)
Mindy Barrett, Branch Supervisor, MGL Library
Garrett Crowell, Circulation Manager, Linebaugh
Elsa Britt, Administrative Assistant, RCLS, Recorder
Betty Jo Jarvis, Director, Stones River Regional Library
Linda Vile, President, Friends of Linebaugh Library
Valerie Rollins, RCLS Staff
Susan Todd, RCLS Staff
Monique Watson, RCLS Staff
Lori Lewis, RCLS Staff
Dave O'Flaherty, Linebaugh Staff

OTHERS ABSENT:

Donna Jordon, Branch Supervisor, Eagleville Library
Patti Smotherman, President, Friends of Eagleville Library
Brittney Stevens, 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 Monday, July 15, 2019, at 5:00 p.m. at Linebaugh Public Library.

CONSENT AGENDA:

Request for a Bookmobile service at the Waterford in Smyrna Assisted Living for a weekly stop on Tuesdays. Ms. Ealy made a motion to approve the request. Judge Alexander seconded. Motion carried.

MINUTES:

The Minutes of Meeting held on June 17, 2019, were presented for approval. There being no corrections, additions, or changes, Dr. Lambert made a motion to approve the Minutes as presented. Mr. Holden seconded. Motion carried.

REPORTS FROM FRIENDS:

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

- ✓ The FOLL Directors & Officers (D & O) insurance was renewed.
- ✓ The Friends' membership drive luncheon will be held on January 25, 2020. The guest author will be Ellen Meacham, author of *Delta Epiphany: Robert F. Kennedy in Mississippi*. Ms. Meacham is also a native of Smyrna, TN.
- ✓ Approved purchasing a new bookstore cart.
- ✓ Approved funding for the Pen Pal program guest author. The Pen Pal program is usually held in October.
- ✓ Held a "Pop Up" garage sale on Saturday, July 13, 2019 and collected \$232.00 from \$1 a bag book sale!

Smyrna Friends (FOSL): Ms. Stevens was absent.

Eagleview Friends (FOEL): Ms. Smotherman was absent.

Foundation: Ms. Shacklett mentioned the following:

- ✓ The Foundation Board will host a walk-in reception at the TEC on Tuesday, August 27, 2019 from 11:00 am – 1:00 pm in celebration of TEC's first year anniversary!
- ✓ The Foundation's next meeting will be on August 21, 2019

COMMITTEE REPORTS:

Finance Committee: Ms. Ealy reported the following:

- ✓ Update on FY 2019-2020 budget:
 - Rutherford County – fully funded at \$1,801,450.00
 - City of Eagleview – fully funded at \$37,313.00
 - City of Murfreesboro – fully funded at \$1,256,922.00
- ✓ Town of Smyrna – Proposed budget requested was \$350,580.00 representing 48% of the total budget. Town of Smyrna approved \$321,365.00 (44% which is the new approved appropriation) plus \$7,500.00 for maintenance reserves.
- ✓ The Financial Report ending June 30, 2019, representing the end of the fiscal year, is not available yet. The bookkeeper, Frances James, is closing the books for FY2018-2019. The report will be emailed as soon as it is available.
- ✓ Ms. Ealy made a motion for the reallocation of funds in the 2018-2019 budget to balance the line items as required by the external auditor. Mr. West seconded. Motion carried.

Personnel Committee: The Personnel Committee met on Monday, July 1, 2019 to discuss implementation of the new pay structure. Judge Alexander reported the following:

- ✓ All employees' wages not currently "at minimum" under the new pay structure will be brought to the new minimum effective July 1.
- ✓ Performance evaluations must be completed no later than September 1, 2019.
- ✓ Performance-based raises will be given out in September 2019's paycheck. Raises will not be retroactive.
- ✓ Another performance evaluation will be conducted in May 2020 for the next budget year.
- ✓ Director's evaluation: It is incumbent upon the Library Board to do a performance evaluation to the RCLS's Director of Libraries. The Library Board will complete Ms. Shacklett's evaluation at the September 2019 Board Meeting. A hard copy of the director's performance evaluation form will be distributed in this meeting, the Board will fill them out and submit them to Mr. Bowling. The director's performance-based raise will be reflected in the October 2019 paycheck.

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

Nominating: Judge Alexander had nothing to report at this time.

Development & Acquisitions: Ms. Leeman was absent.

Strategic Planning: Dr. Lambert mentioned that the committee is reviewing the RCLS's Community Relations Plan.

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

Ad Hoc Committee:

Marketing Committee: Ms. Trail was absent.

REPORTS FROM LIBRARIES:

Eagleville Library: Ms. Jordon was absent.

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

- ✓ This week is the last week of the Summer Reading Program. 303 signed up at 75% completion rate. Last year, 105 signed up with 36% completed.
- ✓ Discussions with Patterson Park have begun for additional space for a mini "TEC"

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

- ✓ Light bulbs for the pendant lights were installed; borrowed lift from the Rutherford County Maintenance Department.
- ✓ Requested a quote for two (2) HVAC units from Lee Co. (6 of 13 units were replaced already.)

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

- ✓ Updated the format for the TEC statistical report.
- ✓ My Google Business Report for June hits: 163% increase
- ✓ Word is getting around that TEC is a great place to hold STEM camps as well as a place with “cool” equipment for teens to explore and play with.

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

- ✓ Both elevators were down. Inside elevator was fixed already. The outside elevator is in the process of being fixed.
- ✓ Statistics on RCLS Card Holders (10-year comparison). As we are implementing the 3-year cut off on inactive library card holders (not renewing library or not in the library for 3 years), percentage of library card holders compared to our service population decreased drastically. One of Ms. Ghattas’ goals is to identify ways to increase library card holders and retain them.

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

- ✓ Ms. Shacklett presented the RCLS Comprehensive Technology Plan created by Kevin Robertson (Information Technology Manager) and Seth Limbaugh (Technology Support Specialist). Dr. Lambert requested it be put on hold until the August meeting.
- ✓ Ms. Shacklett sought the Board’s permission to explore options for a space/offices to house the Admin and Technical Services departments. In talking with the Rutherford County Mayor, Ms. Shacklett was informed that there is no available space the County could offer to us. The same information was given by the City of Murfreesboro. Craig Tindall, City Manager of Murfreesboro suggested that we look for a property to lease using a commercial broker.
- ✓ Ms. Shacklett requested the Board’s approval to change locations of the Board meetings for the months of October and November 2019. The Board approved the request unanimously contingent upon Ms. Barrett’s availability to reserve a meeting room at the Parks & Rec in October.
 - October from TEC to MGL (Patterson Parks & Rec)
 - November from MGL to TEC
- ✓ Ms. Shacklett presented and discussed the Standards for Budget.

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

- ✓ Trustees Certification scheduled on July 22-26, 2019 from 9:00 am to 3:00 pm at the Stones River Regional office.
- ✓ Ms. Jarvis suggested the following formula to allocate State funds among the RCLS’s libraries for physical materials:
 - 40% - Linebaugh Library
 - 40% - Smyrna Library
 - 10% - MGL Library
 - 10% - Eagleville Library

Mr. Holden made a motion to approve the formula suggested by Ms. Jarvis. Ms. Ealy seconded. Motion carried.

OTHER BUSINESS:

- ✓ Mr. Bowling corrected the note at the bottom of the Agenda informing the Board schedule of next month's meeting. It should read: "August 19, 2019 at 5:00 p.m. at Smyrna Library."

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