

**RUTHERFORD COUNTY LIBRARY SYSTEM
BOARD OF DIRECTORS
MINUTES OF MEETING
Monday, March 11, 2019**

MEMBERS PRESENT:

Lynn Alexander	Tim Bowling	Kathy Campbell	Joyce Ealy
Rollie Holden, Jr.	Dr. Frank Lambert	Marcie Leeman	Susan McGannon
Lisa Trail			

MEMBERS ABSENT:

Dr. Jamie Burriss	Madelyn Scales Harris	Steve Sullivan	Jim Tyson
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OTHERS PRESENT:

Rita Shacklett, Director, RCLS	
Carol Ghattas, Branch Librarian, Linebaugh	Ginger Graves, Branch Librarian, Smyrna
Donna Jordon, Supervisor, Eagleville Library	Kathleen Tyree, Branch Librarian, TEC
Betty Jo Jarvis, Director, Stones River Regional Library	
Elsa Britt, Recorder	
Linda Vile, President, Friends of Linebaugh Library	
Brittney Stevens, President, Friends of Smyrna Library	
Susan Todd (staff)	

OTHERS ABSENT:

Mindy Barrett, Supervisor, MGL Library
Patti Smotherman, 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. Bowling, Chair, on Monday, March 11, 2019, at 5:00 p.m. at Linebaugh Public Library.

CONSENT AGENDA:

None.

MINUTES:

The Minutes of Meeting held on January 22, 2019, were presented for approval. Ms. McGannon 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:

- ✓ The author luncheon held on Saturday, January 26, 2019 at The Woman's Club was a huge success! Guest author, Phyllis Gobbell, commented that it was the best one she had ever attended!
- ✓ The two (2) book sales held in February collected \$2,000.00. The next book sale will be on March 16, 2019.
- ✓ The FOLL profile is now active on GivingMatters.org. A link was also posted in the RCLS website.
- ✓ Marilyn Morrison, a FOLL bookstore volunteer, was awarded Friend of the Year by the Tennessee Library Association.

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

- ✓ The FOSL recently held their Board Retreat.
- ✓ Voted two (2) new board members: Nickki Sasser and Aaron Lovett.
- ✓ Voted to provide goody bags for the NASA @ My Library Workshop attendees.
- ✓ The FOSL is partnering with Better World Books, an online bookstore for used books at bargain prices.

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

- ✓ FOEL supported the Dr. Seuss Birthday Party event on March 2, 2019. About 40 people attended the event. Friends provided treats and did face painting. Fifteen (15) children came to Dr. Seuss Story Time.
- ✓ Average attendance to FOEL book club is between 8 – 10 people!

Foundation: The Fundraising Committee of the Foundation Board met on Wednesday, March 6, 2019, to come up with ideas for an annual fundraising event to support RCLS.

COMMITTEE REPORTS:

Finance Committee: Ms. Ealy reported the following:

- ✓ The Financial Reports ending January 31, 2019 were on track for this period of the year. Mr. Holden made a motion to accept the report as presented. Ms. Leeman seconded. Motion carried.
- ✓ Proposed budgets for FY 2019-2020 have been submitted to all funding bodies. Judge Alexander mentioned that Smyrna's Budget Retreat is scheduled on Monday, April 8, 2019. Mr. Sullivan is scheduled to present the Smyrna Library proposed budget at 11 am. Ms. Shacklett and Ms. Graves marked their calendars to be present at Mr. Sullivan's presentation.
- ✓ The Financial Reports ending February 28, 2019 will be emailed to everybody as soon as they are completed. Bank statements for this period were just received today.

Personnel Committee:

- ✓ Director's Evaluation - Ms. Campbell reported that the Personnel Committee is doing a study on various personnel items. They plan to report on the evaluation and make recommendations to the board when the study is completed up to but not later than the June 17, 2019 meeting. For those who did not submit their director's evaluation/survey yet, you have until then to do so. Please contact David Coucher for the link.

By-Laws & Policies: Ms. McGannon presented the Policy No. PM501 Library Bill of Rights. The American Library Association has revised the Library Bill of Rights by adding item 7 that states “All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people’s privacy, safeguarding all library use data, including personally identifiable information.” The Library Board always incorporates the “Library Bill of Rights” in its policy manual. On behalf of the Bylaws and Policies Committee, Ms. McGannon made a motion to adopt the revised Library Bill of Rights as presented. Ms. Ealy seconded. Motion carried.

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 deferred the reporting to branch librarians.

Ad Hoc Committee:

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

REPORTS FROM LIBRARIES:

Eagleville Library: Ms. Jordon completed the statistics marked incomplete in her written reports for the month of February:

- ✓ READS Report – 357
- ✓ Computer Users Total is 725, with Wireless being 572

MGL Library: Ms. Barrett was absent.

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

- ✓ NASA @ My Library Workshop – March 28 – 29, 2019
 - Smyrna Public Library will serve as the host venue for this workshop presented by the National Center for Interactive Learning at the Space Science Institute. The Space Science Institute is collaborating with the Tennessee State Library and Archives to organize and implement this grant funded program.
 - Smyrna Library was approached by the State of Tennessee coordinator who was looking for a centrally located library with the following criteria:
 - relatively close to the airport
 - close to TSLA (Tennessee State Library and Archives)
 - close to a park or parking lot
 - a room to accommodate 40 people and a projector.
 - Forty (40) librarians from across the state will attend this two-day workshop to receive training on presenting STEM programs at their libraries. The attendees will also have an opportunity to view celestial bodies through telescopes provided by the Space Science Institute in the J.J. McWilliams Old Rock School Park adjacent to the library on the evening of March 28.
- Sandy Kaiser and Liz McCluckie from Smyrna Library, and Laura Loggins from Linebaugh Library will be attending the workshop.

- ✓ Ms. Graves, along with Ms. Tyree, will be going to Library Legislative Day on Tuesday, March 12, 2019 in Nashville. They will be meeting with Rep. Mike Sparks and Sen. Dawn White to encourage them to vote for legislation on net neutrality and broadband in rural areas.

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

- ✓ The Drag Queen Story Time held on Saturday, March 9, 2019 came and went without an incident. It was attended by 24 people.
- ✓ The TEC will be having the Raspberry Pi Open Lab on Thursday, March 16. There will be six stations with experiments and projects by our staff using the microcomputers. Come play and learn!

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

- ✓ Received three (3) quotes for the painting of the 2nd floor. The lowest quote came from Michael's Painting for \$4,950.00. Ms. Ghattas requested the Board's approval for \$4,950.00 to paint the 2nd floor of the Linebaugh building to be taken out of Maintenance Reserves, if necessary. Mr. Holden made a motion to approve the request. Ms. Campbell seconded. Motion carried. Mr. Bowling abstained.
- ✓ Ms. Ghattas and Ms. Shacklett met with Craig Tindall, Murfreesboro City Manager, to discuss issues with the "homeless" in Linebaugh Library. Mr. Tindall discussed what the City of Murfreesboro is doing/plans to do to alleviate some of the concerns experienced by Linebaugh:
 - Posted an officer in the City Hall that does rounds between the two buildings and the surrounding areas.
 - Plans to put a precinct/office in the Downtown area.
 - Desires to eventually relocate the Linebaugh Library somewhere else, perhaps in Blackman area or north end of the city/county.
- ✓ Received a request from FOLL about having a larger space for their book sales and an extra door for their bookstore on P2. Ms. Ghattas contacted the City Manager's Office about the possibility of expanding our current storage space. Ms. Ghattas was informed that the City of Murfreesboro is doing a parking study for the downtown area and will give answer when study is completed.

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

- ✓ Thanked the Board for their flexibility in combining the February and March meetings.
- ✓ Over ten (10) years ago the Brookshire family set up a Certificate of Deposit (CD) at the Regions Bank with \$3,000.00 in memory of her parents. Every year, Linebaugh Library receives a check for the interest and in the past, we used it to purchase books. For the last few years, we received checks for \$1.50 only! We discussed this matter with the Brookshire family and they are agreeable to cashing it out and use the money to purchase materials. In checking with the bank, there is no authorized signer in the CD account; however, the bank would like to see a document, either approved board minutes or a letter from the board stating who is to be the authorized signer to close the CD account. Ms. McGannon made a motion assigning Ms. Shacklett to be the authorized signer to close the CD account. Judge Alexander seconded. Motion carried. Ms. McGannon amended the motion by adding if the bank requires a secondary authorized signer, the Library Board appoints the Library Board Chair. Ms. Ealy seconded. Motion carried.
- ✓ Every year, the RCLS is required to obtain the Library Board's approval for the following programs:
 - Fine Free Passes – waiving of overdue fines up to \$5.00 during the Winter Reading Program and Summer Reading Program. The fine free passes are good only for a limited period of time. Judge Alexander made a motion to approve the request. Ms. McGannon seconded. Motion carried.

- Food For Fines – One (1) unexpired canned item waives \$1.00 in fines only. This program is being held twice a year; in April (National Library Week) and in October (close to Thanksgiving). In April, collected canned items go to the Nourish Food Bank (formerly Rutherford County Food Bank), and in October, collected canned items go to the Smyrna Food Bank, Salvation Army, and Eagleville Food Bank. Ms. Leeman made a motion to approve the request. Ms. McGannon seconded. Motion carried.
- Ms. McGannon suggested the Bylaws and Policies Committee formulate a policy to abolish the yearly requirement of getting the Library Board approval for recurring programs i.e. Fine Free Passes and Food for Fines.
- ✓ No new information concerning the Administration Building.
- ✓ Ms. Shacklett volunteered RCLS (Smyrna Library or TEC or Linebaugh depending on the number of attendees) to be the venue for the next Level V Directors' Summit to be held in November.

Stones River Regional Library: Ms. Jarvis mentioned Legislative Day is on Tuesday, March 12. Please contact your legislators; thank them and urge them to continue their support for funding services we provide i.e. READS, TEL.

OTHER BUSINESS:

Ms. Leeman was proud to announce the SE-YA Bookfest (Southeastern Young Adult Book Festival) was held March 7-9 at MTSU. Approximately 38 authors from all over the United States and over 3,000 students participated from different counties. This was the most successful year since it started four (4) years ago.

There being no other matters to discuss, the meeting adjourned at 5:50 p.m.