

**RUTHERFORD COUNTY LIBRARY SYSTEM**  
**BOARD OF DIRECTORS**  
**MINUTES OF MEETING**  
**Monday, November 18, 2019**

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**MEMBERS PRESENT:**

Tim Bowling	Joyce Ealy	Rollie Holden Jr.	Phil King
Dr. Frank Lambert	Lisa Trail	Jim Tyson	Chris West

**MEMBERS ABSENT:**

Lynn Alexander	Madelyn Scales Harris	Marcie Leeman	Susan McGannon
Steve Sullivan			

**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  
Donna Jordon, Branch Supervisor, Eagleville Library  
Elsa Britt, Administrative Assistant, RCLS, Recorder  
Kate Huddleston, Asst. Director, Stones River Regional Library  
Susan Todd, RCLS Staff  
Lori Lewis, RCLS Staff  
Garrett Crowell, RCLS Staff  
Monique Watson, RCLS Staff

**OTHERS ABSENT:**

Linda Vile, President, Friends of Linebaugh Library  
Brittany Stevens, President, Friends of Smyrna Library  
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, November 18, 2019, at 5:00 p.m. at the Technology Engagement Center.

Mr. Bowling congratulated Ginger Graves and Donna Jordon. Both branch supervisors graduated from PLMI (Public Library Management Institute) last Friday, November 15, 2019. The continuing education is a three-year program. Ms. Jordon and Ms. Graves thanked the Board for their support.

**CONSENT AGENDA:**

None.

## **MINUTES:**

The Minutes of Meeting held on October 21, 2019, were presented for approval. There being no corrections, additions, or changes, Mr. Tyson made a motion to approve the Minutes as presented. Mr. West seconded. Motion carried.

## **REPORTS FROM FRIENDS:**

Linebaugh Friends (FOLL): Ms. Vile was absent. Ms. Ghattas presented Ms. Vile's report:

- ✓ The 2020 FOLL Board Officers were approved via an email vote.
- ✓ FOLL will hold a fundraiser at the Boulevard Bar and Grille on November 22, 2019 from 11 am – 11 pm. Boulevard Bar and Grille will donate 15% for every food purchased provided you inform your waiter/waitress that you are there for the FOLL fundraiser.
- ✓ FOLL will also hold a fundraiser at Barnes and Noble on December 14, 2019.

Smyrna Friends (FOSL): Ms. Stevens was absent

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

Foundation: Ms. Shacklett had nothing to report at this time.

## **COMMITTEE REPORTS:**

**Finance Committee:** Ms. Ealy presented the following reports:

- ✓ Financial Report Ending September 30, 2019. Line item 41100 – Summer Reading Program – coding error; amount has been corrected and is reflected in the October 31, 2019 Financial Report.
- ✓ Financial Report Ending October 31, 2019. Ms. Ealy highlighted the report's notes for line item 51200 – Telecommunications for all locations. The Director is aware of the issue, and is now under control. There should be a reduction on monthly bills moving forward.

Dr. Lambert made a motion to approve the two financial reports as presented. Mr. King seconded. Motion carried.

**Personnel Committee:** Mr. West had nothing to report at this time.

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

**Nominating:** Judge Alexander was absent.

**Development & Acquisitions:** Ms. Leeman was absent.

**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 highlighted the following from her written reports:

- ✓ The Eagleville community meeting with United Communications was well attended by Eagleville business owners, the mayor, Middle Tennessee Electric, and the American Job Center Tennessee. The CEO of United and Jeff Davidson presented a plan to bring fiber optics to Eagleville, the grant United is applying for, and partnership needed to make all this happen. As a result of this meeting, a Memorandum of Understanding between United, the Eagleville Library, and the American Job Center has been drafted and signed by all concerned parties.

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

- ✓ 189 people came to the Halloween ComicFest on Saturday, October 26, 2019.
- ✓ The Patterson Park Community Center is closed for deep cleaning on November 17 – 23, 2019. MGL Staff took this opportunity to do inventory, taking webinars and ILL training.
- ✓ Ms. Barrett is also conducting interviews for a part time library associate.
- ✓ Painting has begun in the S.T.E.A.M. room

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

- ✓ Hired one (1) full time Library Assistant, position was filled by a current part time staff member.
- ✓ Conducting interviews on vacant positions at Smyrna Library.
- ✓ Twenty-eight (28) people came to Smyrna's Open House on November 8, 2019 in celebration of Smyrna Library's 20<sup>th</sup> anniversary.

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

- ✓ Adult Sewing class by MGL's Angela McLaughlin is not going to materialize.
- ✓ Looking for volunteers/instructors that will teach grant writing. The Grant Writing Crash Course held on October 11, 2019 was well attended. Patrons have asked for more classes on this subject.

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

- ✓ Update on HVAC Quotes. Have not heard yet from two (2) other companies who are preparing quotes for the replacement of the chiller. Ms. Ghattas will share the information with Facilities Committee once received.
- ✓ Six (6) families came for the free photo family session.
- ✓ Part time position for a Courier is still open.

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

- ✓ Update on the Admin/Tech Services Building: Tentative date of moving to the new location is on the first week of February 2020.
- ✓ Ms. Shacklett was invited to speak at the PLMI graduation on Friday, November 11, 2019.
- ✓ Presented the 2018 Standards for Public Libraries on Personnel.

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

- ✓ Ms. Huddleston distributed a schedule of SRRL's upcoming workshops and events:
  - November 10-15, 2019 – PLMI Graduation
  - November 22, 2019 – Creating Inclusive Centered Organizations
  - December 18, 2019 – TEL Career and College Ready Resources
  - January 10, 2020 – E-rate Workshop/Open Lab: Form 470 & 471
  - January 17, 2020 – Roundtable for Children's/YA Programming
  - January 23, 2020 – Regional Board Meeting
- ✓ The Homeless training is still available to all trustees and staff.

**OTHER BUSINESS:**

None.

There being no other matters to discuss, the meeting adjourned at 5:30 p.m.