

**RUTHERFORD COUNTY LIBRARY SYSTEM
BOARD OF DIRECTORS
MINUTES OF MEETING
Monday, March 18, 2024**

MEMBERS PRESENT:

Lauren Brandon	Steve Sullivan
Laurie Cantrell	Kory Wells
Rollie Holden Jr.	Marzee Woodward
Phil King	Shawn Wright
Dina Piazza	Cody York

MEMBERS ABSENT:

Tim Bowling

OTHERS PRESENT:

Mindy Barrett, RCLS, Interim Director	Donna Jordon, Eagleville Branch Supervisor
Kathleen Tyree, TEC Branch Manager	Kate Huddleston, SRRL Director
Kristen Birckholtz, MGL Branch Supervisor	Leslie Collum, FOLL President
Elsa Britt, Recorder	

OTHERS ABSENT:

Ginger Graves, Smyrna Branch Manager

PUBLIC (who signed in):

Jessica F. Robertson	Mike Cleaves
W.D. Woodward	Susan Todd
Jason Vance	Lori Lewis
Beth Cox	Monique Watson
Talitha Cox	

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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. Sullivan, Chair, on Monday, March 18, 2024, at 5:00 p.m. at the Rutherford County Courthouse, 1 Public Square, Murfreesboro, TN 37130.

WELCOME NEW MEMBER/S: Mr. Sullivan welcomed Mindy Barrett in her role as the new Interim Director of the RCLS.

PUBLIC COMMENTS (action items on the agenda): None

REVIEW AND APPROVAL OF MINUTES OF PRIOR MEETING:

The Minutes of Meeting held on February 5, 2024 were presented for approval. There being no corrections, revisions, or changes, Ms. Woodward made a motion to approve the Minutes as presented. Mr. York seconded. Those who were present voted “aye.” Motion carried.

CONSENT AGENDA: None.

REPORTS FROM COMMITTEES OF THE BOARD

Budget and Finance: Mr. Bowling was absent.

- The financial reports for the month ending January 31, 2024 were in the board packet. Mr. Wright made a motion to defer approval of the financial reports due to some clarifications needed on line item 53900 – Equipment Purchases under Smyrna, as Ms. Graves was absent to shed light on the matter, and line item 52500 – PCs and Servers under MGL. Mr. York seconded. Those who were present voted “aye.” Motion carried.
- The financial reports for the month ending February 29, 2024 were not completed yet as statements from the bank were just received today (March 18, 2024).
- Out of Class Pay. Ms. Woodward reported that Mr. Bowling is recommending the following:
 - For Mindy Barrett, for taking on considerable duties and responsibilities as interim director, a 15% increase in her current regular salary effective March 1, 2024. Mr. York made a motion to approve the recommendation. Ms. Piazza seconded. Those who were present voted “aye.” Motion carried.
 - For David Coutcher, for taking additional responsibilities in the overall supervision and management in administration including bank deposits/statements, and approval of invoices, a 10% increase in his current salary effective March 31, 2024. Mr. Wright made a motion to approve the recommendation. Mr. York seconded. Those who were present voted “aye”. Motion carried.
 - For Lori Lewis, for taking on much of Lauren Gallina’s (Collection Development Coordinator who resigned on January 12, 2024) duties, but not to exceed Step 1 of the Collection Development Coordinator’s salary, a 10% salary increase. The increase took effect on February 11, 2024. This is a standard policy that does not require the Board’s approval.
- Authorization to hire a consultant for the permanent director position. Ms. Woodward reported that the search firms the committee has consulted with have advised the Board not to start a search while funding for the director position is still in limbo with the County Commission.

By-Laws & Policies: Mr. Wright presented the revisions to the RCLS Policy Manual PM 401 – Selection Criteria, and PM – 403 – Reconsideration of Materials. The revisions were designed to be compliant with the new requirements in the Library Service Agreement (and part of the Maintenance of Effort contract), to wit:

- **PM 401:**
 - Addition of new subsection “e” to read: “No funds received are used to purchase nor will the library otherwise acquire, material that constitutes “child pornography,” is pornographic for minors,” or is “obscene.”
 - Addition of new subsection “f” to read: “Books and materials that contain sexual themes or content are reviewed by the library independently for age-appropriateness

and cataloged accordingly – even if this overrides the age-appropriateness recommended by the publisher.”

Ms. Wells raised a concern about whether the new language “is obscene” could be interpreted as applying to books intended for adults. After some discussion, Mr. York made a motion to table PM 401 – Selection Criteria to next month’s meeting as the Board is not comfortable with the way it was currently worded. Mr. Wright seconded. Those who were present voted “aye.” Motion carried.

- **PM 403:**
 - Subsection “a” add the words: “to the extent that they adhere to any and all applicable local, state, and federal laws.”
 - Subsection “c” add the sentence “The CDC’s recommendation is reviewed by the Director and recommendations are sent to the Board for final action. Decisions are recorded in the official Board minutes. Final decisions are communicated to the patron by written correspondence sent via regular mail.”

Mr. York made a motion to adopt the revisions to PM 403 with minor change as follows: “..... Director and the recommendation is sent to the Board.....” Mr. Wright seconded. Those who were present voted “aye.” Motion carried.

Development & Acquisitions: Mr. King had nothing to report at this time.

Facility Maintenance: Mr. Holden made a motion to approve \$652.00 to be taken out of Eagleville Library’s reserves at the end of year, if needed, to install and hard wire two fire exit signs with emergency lights inside the library, and to rewire the library's parking lot spotlight and light above the front porch steps from the community center side over to the library side. Ms. Woodward seconded. Those who were present voted “aye.” Motion carried.

Nominating: Vacant.

Personnel Committee: Mr. Bowling was absent

Strategic Planning: Ms. Wells presented the annual report on the 2023 Strategic Plan goals, as prepared by staff. Board members’ comments included:

- How often the bookmobile is mentioned, and if there is anything the board can do (or Friends, or the Foundation) to better support its outreach? Ms. Barrett replied that basically the Bookmobile needs additional staff, which was proposed during the budget preparation but scrapped. Currently, there is only one (1) person devoting his maximum allowable hours to the Bookmobile; remaining staff are pulled from Linebaugh for a number of hours on certain days. Mr. Sullivan commented that hiring of an additional staff member for the Bookmobile might be doable, depending upon the budget the funding bodies approve; it will give the Board an indication as to what direction to take.
- Ms. Woodward asked how the strategic plan was put together? Ms. Barrett explained the process and how various community constituents and staff contribute ideas.
- Homeless folks loitering or causing problems in the library is still an issue and how some patrons do not feel safe going to the library.

- Mr. York requested that Incident Tracker statistics be sent to the Board again, going back the last 12 months, then move forward starting this month.

Ad Hoc Committee: Mr. Bowling was absent.

REPORTS FROM LIBRARIES & SUPPORT ORGANIZATIONS:

Linebaugh Library: Ms. Barrett had nothing to add to her reports submitted in the packet.

MGL Library: Ms. Birckholtz had nothing to add to her reports submitted in the packet.

Technology Engagement Center (TEC): Ms. Tyree had nothing to add to her reports submitted in the packet.

Bookmobile (BKM): Nothing to add to reports submitted in the packet.

Historical Research Center (HRC): Nothing to add to reports submitted in the packet.

Friends of Linebaugh Library (FOLL): Ms. Collum had nothing to add to her reports submitted in the packet.

Smyrna Public Library (SPL): Ms. Graves was absent. Reports were submitted in the packet.

Friends of Smyrna Library (FOSL): Reports were submitted in the packet.

Eagleville Library: Ms. Jordon added and highlighted some items to her reports:

- “Mother Goose” came to the library for story time-- a person dressed in costume and read to the children.
- Will go out with the Bookmobile again to the Red Rover Academy.

Friends of Eagleville Library (FOEL): The FOEL provided story time snacks in honor of Dr. Seuss Day. And they’re also getting ready to participate in the Easter event on Main Street.

Rutherford County Library System (RCLS): Ms. Barrett highlighted the following:
Reports were submitted in the packet.

- Bookmobile numbers for comparison:
 - February 2023 Patron Count – 885
 - February 2024 Patron Count – 1957
 - February 2023 Circulation – 1472
 - February 2024 Circulation - 2787

Foundation: The Foundation’s Community Development Committee met on Thursday, March 7, 2024

- A fundraiser scheduled for April 6, 2024, has been postponed. The Foundation board is developing and planning an event that will probably take place in the fall.

Stones River Regional Library (SRRL): Ms. Huddleston had nothing to add to her reports submitted in the packet. She reminded the Board, however, about the June 30th expiration of Mr. Sullivan and Mr. Bowling's terms in office; replacements will be needed, as neither is eligible to serve another consecutive term.

PUBLIC COMMENTS (non-agenda items): None.

OTHER BUSINESS: None

The meeting adjourned at 6:30 p.m.