

**RUTHERFORD COUNTY LIBRARY SYSTEM
BOARD OF DIRECTORS
MINUTES OF MEETING
Monday, June 3, 2024**

MEMBERS PRESENT:

Tim Bowling
Laurie Cantrell
Rollie Holden Jr.
Phil King
Dina Piazza

Steve Sullivan
Kory Wells
Marzee Woodward
Shawn Wright

MEMBERS ABSENT:

Cody York

OTHERS PRESENT:

Mindy Barrett, RCLS, Interim Director
Kristen Birkholtz, MGL Branch Supervisor
Ginger Graves, Smyrna Branch Manager
Kathleen Tyree, TEC Branch Manager and
Acting Recorder

Donna Jordon, Eagleville Branch Supervisor
Kate Huddleston, SRRL Director
Leslie Collum, FOLL President

OTHERS ABSENT:

Elsa Britt, Recorder

PUBLIC (who signed in):

Rebecca Calahan	Matt Fee
Michael Cleaves	Tiffany Fee
Leslie Collum	Matt Levine
Susan Todd	

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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, June 3, 2024, at 5:00 p.m. at the Council Chambers, Murfreesboro City Hall, 111 W. Vine St., Murfreesboro, TN., Murfreesboro, TN 37130.

WELCOME NEW MEMBER/S: None

PUBLIC COMMENTS (action items on the agenda): None

REVIEW AND APPROVAL OF MINUTES OF PRIOR MEETING:

The Minutes of Meeting held on April 15, 2024 were presented for approval. There being no corrections, revisions, or changes, Mr. Wright made a motion to approve the Minutes as presented. Ms. Cantrell seconded. Those who were present voted “aye.” Motion carried.

CONSENT AGENDA: None.

REPORTS FROM COMMITTEES OF THE BOARD

Budget and Finance: Mr. Bowling presented two action items for discussion and made a motion for their approval.

- For the financial report ending April 30, 2024. Mr. Wright seconded. Those who were present voted “aye.” Motion carried.
- For the FY 2024-2025 budget as presented, after discussion of a recent Executive Session described by Mr. Sullivan. (see below). Ms. Woodward seconded Mr. Bowling’s motion. Those who were present voted “aye.” Motion carried.
- A third financial motion was made following discussion of the recent Executive Session. Mr. Sullivan led this discussion and key points included:
 - The Executive Session included board officers Mr. Sullivan, Mr. Bowling, and Ms. Wells. Mr. King was unavailable. Officials and attorneys representing the funding bodies (the City of Murfreesboro, the Town of Smyrna, the City of Eagleville, and the County) were present.
 - The funding bodies expressed an interest in RCLS reducing its fund balance by one million dollars in the coming fiscal year. The fund balance is presently about two and a half million, or 60% of our budget. In the past we have operated with a fund balance of at least 50% based on our auditor’s suggestion, however, this is high as compared to most cities, which generally range from 15% to 35%. We have nothing in our by-laws or from the State as a guideline. After no board members offered suggestions, Mr. Sullivan asked Ms. Barrett to present a suggested fund balance percentage at the July meeting, probably in the 20%-30% range, based on staff input.
 - The Executive Session resulted in the idea for a rebate that RCLS would make to the funding bodies, which would keep our Maintenance of Effort (MOE) agreement in place with the State. Provided that the funding bodies fully meet our MOE, then we will issue rebates in the following amounts after each funding body has fully funded us for the 2024-2025 FY:
 - County: (52.74%) \$527,392
 - Murfreesboro (34.81%) \$348,078
 - Smyrna (11.25%) \$112,533
 - Eagleville (1.20%) \$11,997

This solution will reduce our fund balance, keep RCLS in good standing with the Stones River Regional Library and the State, and remove the need to file a waiver for State approval. We will still have a cushion of one and a half million. The stipulations on this would be:

- As stated above, we would not issue a rebate check to a funding body until we had received full funding from that body; and
- If our fund balance drops below our target amount, we will recover that in the next year from the appropriate funding body/bodies.

Mr. Holden inquired further about the scenario of significant maintenance drawing down our fund balance. Mr. Sullivan said that his understanding is that we would approach the applicable funding body/bodies for either a one-time check or an adjustment to the next year's budget to make up for any shortfall. Ms. Woodward clarified that this will not be in a written agreement; Mr. Holden said this needs to be documented; and Ms. Wells committed to including these details in our minutes. Mr. Sullivan also mentioned that Mayor McFarland has indicated a willingness to earmark the Murfreesboro rebate in the city budget for future library development.

Tim Bowling made a motion for the rebate formula and process above to be applied in FY 24/25, conditional to the stipulations being met. Shawn Wright seconded. Those who were present voted "aye." Motion carried.

By-Laws & Policies: Mr. Wright had nothing to report.

Development & Acquisitions: Mr. King had nothing to report.

Facility Maintenance: Mr. Holden gave an update on Smyrna Library's structural and foundational issues reported at previous meetings. In contrast to a foundation repair company's quote, structural engineer Bob Caldwell has performed a thorough walk-through and says that all changes are normal settling with nothing to worry about, and that maintenance techs should fix cracks as they occur. One sidewalk issue will be addressed by the Town of Smyrna.

Nominating: Vacant. Mr. Sullivan explained that we have four board members going off the board: Lauren Brandon (Eagleville) and Laurie Cantrell (Smyrna) are not continuing, and Tim Bowling (Murfreesboro) and Steve himself (Smyrna) are at their term limits. Finding qualified candidates who want to serve is challenging in the current climate. Additionally, Mayor McFarland has stated he does not want to seat any new board members until some issues are further explored (see Ad Hoc committee below). Mayors of the funding bodies may be taking action in the coming weeks to somehow retain Mr. Bowling and Mr. Sullivan for a limited amount of time. Mr. Holden and other board members expressed concern over operating with a reduced board. The following slate of officers was presented and approved with Mr. Sullivan making the motion and Ms. Piazza seconding:

Chair, Phil King
Vice-Chair, Rollie Holden
Secretary, Kory Wells

No board member has agreed to take the Treasurer position, so it remains open.

Those who were present voted “aye.” Motion carried.

Personnel Committee: Mr. Bowling had nothing to report.

Strategic Planning: Ms. Wells had nothing to report.

REPORTS FROM LIBRARIES & SUPPORT ORGANIZATIONS:

Linebaugh Library: Ms. Barrett submitted her reports in the packet. At her request, the board voted for her to give away an old computer table that has been recently replaced. Mr. Holden made the motion and Ms. Wells seconded. Those who were present voted “aye.” Motion carried.

Ms. Barrett also reported that she has been researching security companies to provide security at Linebaugh on an on-going schedule of 12:00-9:00 PM Monday-Thursday and all day Friday through Sunday. Although she inquired, the City of Murfreesboro encouraged RCLS to provide its own security. Prices range from \$23 to \$33 an hour, for an annual cost of \$55,000 to \$78,000 per year. Mr. Holden requested that Ms. Barrett check with our insurance carrier to confirm liability when a contract company is involved.

Mr. Sullivan made a motion to approve this expenditure for security, to a maximum of \$78,000 per year, to be paid from the fund balance for FY 24/25 and added to the budget for FY 25/26. Ms. Woodward seconded. Those who were present voted “aye.” Motion carried.

MGL Library: Ms. Birckholtz submitted reports in the packet.

Technology Engagement Center (TEC): Ms. Tyree submitted reports in the packet.

Bookmobile (BKM): Reports were submitted in the packet; Ms. Barrett highlighted the fact that the Bookmobile has recently set an annual record of over 18,500 visitors.

Historical Research Center (HRC): No report.

Friends of Linebaugh Library (FOLL): Ms. Collum submitted reports in the packet.

Smyrna Public Library (SPL): Ms. Graves submitted reports in the packet and added that there were 741 in attendance for the summer reading kickoff. Sam Mitchum has been hired as the new circulation manager and is also being very helpful to our Spanish speaking patrons.

Friends of Smyrna Library (FOSL): Ms. Graves shared that SPL is planning another local author event for fall.

Eagleville Library: Ms. Jordon submitted report in the packet. With regards to fund balance and potential maintenance issues, she pointed out that the building that houses the Eagleville Library is owned by a community association which provides space at no cost. The library has insurance only for contents.

Friends of Eagleville Library (FOEL): Reports submitted in packet.

Rutherford County Library System (RCLS): Reports were submitted in the packet.

Foundation: The Foundation will have a fall fundraiser “Derby Night,” exact date TBA.

Stones River Regional Library (SRRL): Reports submitted in packet. Ms. Huddleston reminded board members that completing our individual training will boost system funding.

PUBLIC COMMENTS (non-agenda items): None.

Ad Hoc Committee: Calling on Mr. Bowling (committee chair) and Ms. Wells for corroboration, Mr. Sullivan returned to discussion of the Executive Session and how there is a concerted desire on the part of the funding bodies to look at RCLS, its growth, and how the system serves our communities. The funding bodies want the board to work with them to come up with a plan that considers growth and duplication of services. There is no intent to cut services; in fact, there is an interest in expanding to other locations, possibly in addition to or replacing Linebaugh. Mayor McFarland (Murfreesboro) has mentioned how the city is moving toward a model of providing more services beyond downtown. In a potential restructuring, some RCLS subscriptions and services (such as KOHA, the bookmobile) would likely not be split up; staff might become employees of the respective cities; the board might be reduced or reoriented toward more oversight by funding body employees, rather than volunteers. Mr. Sullivan stressed that there have been no decision points on any kind of changes; only conversation. He is hopeful that any new direction could be identified within six months. Board members expressed concern over continuing to delay a director search. Ms. Wells pointed out that the funding bodies are interested in more control, as well as cost savings, and Mr. Sullivan agreed. As Chair, Mr. Sullivan is creating an ad hoc committee consisting of the board officers (King, Holden, Wells) for further engagement on this topic, if the funding bodies continue to pursue this line of inquiry. He said that Mayor McFarland expressed interest in Mr. Bowling and himself also being on the ad hoc committee for their long service history and institutional knowledge

OTHER BUSINESS: No other business.

The meeting adjourned at 7:00 p.m.