

# MINUTES

## Stokes Brown Public Library Board Minutes

*Date* November 15th, 2019 | *Meeting called to order by* Corinne Balthrop

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### In Attendance

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Present: Board Members- Corinne Balthrop, Chris Causey, Paul Nutting, Tim Harris, Sharon Hargraves, Jane Ligon, Bill Moore, and Susan Marks.

Others: Janet Shannon (Red River Regional Library), Steve Pierson (Accountant, Acting Treasurer), Billy Vogle (County Mayor), Michelle Adcock (Interim Director, SBPL) Lee Marie Astier (SBPL employee), and Bob Adams and Lisa McIntosh (Blankenship CPA).

Corinne Balthrop called the meeting to order. With eight (8) board members present, there is a quorum according to the by-laws.

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### Approval of Minutes

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The minutes from the September 13th meeting were presented.

**The motion was made (Tim Harris) and seconded (Bill Moore) to accept the minutes of the September 13<sup>th</sup> meeting. The motion carried.**

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### Special Report – Blankenship CPA

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Bob Adams and Lisa McIntosh presented a draft copy of the audit report for FY 18-19. They pointed out several details of the report. On page 8 they pointed out the general fund balance, and that the unrestricted net position is a positive number which is good. Steve has started moving items from capital assets to supplies if they cost less than \$3,000. They also called attention to note 6 on page 24 and following that covers other post-employment benefits. Page 35 was also brought to attention. It covers the compliance issue of the funds from the closed CD account being held for more than 3 days and the issue of the foundation having funds in excess of the FDIC limit. These matters will be included in the corrective action plan to be completed by management. They are not considered material weaknesses, and are minor rather than major issues.

**The motion was made (Paul Nutting) and seconded (Tim Harris) to accept the audit report. The motion carried.**

Corinne Balthrop thanked Blankenship CPA for their hard work.

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### Treasurer Report

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Steve Pierson passed out the financial statements. He had no concerns at this time. He pointed out that reallocations may start soon.

**The motion was made (Paul Nutting) and seconded (Chris Causey) to accept the financial statements as presented. The motion carried.**

Corinne asked for Steve's opinion on the funding for the information folders that are to be distributed to the city and county officials. The question of where in the budget the funds would come from was raised. Steve offered several options including supplies or leftover salaries. He also mentioned that the foundation might cover it. Several board members offered to help cover the costs themselves.

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### Interim Director's Report

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Michelle presented a printed Interim Directors report. She gave updates on the library and staff.

The overturning of the part time provision by TCRS was mentioned.

Upcoming events were announced including a strategic planning training at the regional library on November 19th.

A sign-up sheet for an on-line homelessness training was passed around for board members to sign up.

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### Regional Director's Report

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Janet Shannon presented the Regional Director's report.

She announced that the MOE was received and approved. The funding has been released.

It was reported that Cecilie will send out the standards report to the board members soon. This report will let them know which standards the library has not met.

The TOP grant that provides funding for technology training, code clubs, and other technology upgrades has an approaching deadline.

Janet announced that the Red River Region is starting a mentorship program for library staff. She also reported on several upcoming trainings at the region.

Janet presented Susan Marks with her certificate for completion of trustee training.

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### Director Search Committee

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Five applications have been submitted online thus far for the director position. Of these 4 have an MLIS. The committee plans to begin preliminary interviews soon. Paul recommends speaking with those who have applied thus far either by phone or skype. It was recommended that the search be widened to more publications and list serves.

**The Motion was made (Tim Harris) and seconded (Sharon Hargraves) to extend the application deadline to December 31<sup>st</sup>. The motion carried.**

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### Old Business

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The issue was raised that the interim circulation supervisors did not receive a raise along with the raises that were presented at the last meeting. This has caused their pay to be much less than the newly raised salary for the normal Circulation Supervisor position.

**The motion was made (Tim Harris) and seconded (Chris Causey) to give the interim circulation supervisors the full pay of the Circulation Supervisors as long as they hold their interim positons. The raises are to be**

**retroactive to their first day in the interim position and will be issued as a separate check to be hand delivered. The motion carried.**

The Tuition Reimbursement program was discussed. Several possibilities for changes to the program were brought forward. The possibility that the board will set an amount per semester and divide it among all the applicants was brought up, but action was not taken at this time.

Michelle Presented two tuition requests from Rose Wooten. Michelle let the board know that Rose was only able to receive \$435.60 for her summer term because this brought her to the IRS limit of \$5,250 for the 2019 tax year. The request for Fall 2019 pre-approval (\$2,982 for 2 -3 hour classes) was postponed to this meeting so the amount/details of the limit could be researched. Rose can receive reimbursement for the fall 2019 classes if the money is received in 2020. Rose is also applying for pre-approval of Spring 2020 class (6 hours) in the amount of \$2,832. This will exceed the IRS limit for the year 2020 with a total of \$5,814.

Michelle Adcock is also requesting \$1,917 for 1- 3 hour course.

**The motion was made (Chris Causey) and seconded (Bill Moore) to grant pre-approval for Rose Wooten for 1 course in the amount of \$1,491 for the Fall 2019 with a possible full fall reimbursement for Rose Wooten if funds exist as determined at the January meeting. The issue of the pre-approvals for both Rose Wooten and Michelle Adcock for Spring 2020 will be laid on the table until the January meeting. The motion carried.**

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## New Business

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**The motion was made (Tim Harris) and seconded (Bill Moore) to close at 1pm on New Year's eve. The motion carried**

**The motion was made (Sharon Hargraves) and seconded (Susan Marks) to grant the staff Christmas bonuses as outlined on the provided sheet. The motion carried.**

Paul Nutting outlined the information folders to be provided to city and county officials. They will include various library related documents a list of which was read.

**The motion was made (Tim Harris) and seconded (Sharon Hargraves) to have Paul oversee the making of the folders. The motion carried.**

The "branding" of Stokes Brown as serving all of Robertson County was discussed. A new logo will be designed to add to the calendar, website, and the new folders.

Michelle made announcements about a couple of issues with the library. Some damage has been sustained to a door during a program. Insurance estimates will be sought. Parent contact numbers will be collected from unaccompanied minors participating in active programs.

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## Adjournment

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**The motion was made (Susan Marks) and seconded (Sharon Hargraves) that the meeting adjourn. The motion carried.**

## **E-mail Vote – September 23rd – 24th**

Sharon Hargraves made and Chris Causey seconded a motion to approve a pay of \$9/ hour for Caleb Northington and Caroline Balthrop. This raise will be made retroactive to their date of part time hire 8/1/19.

### **Motion passed 8-0**

#### **Votes**

Sharon Hargraves	Yes	9/23 at 3:09 pm
Chris Causey	Yes	9/23 at 3:12 pm
Paul Nutting	Yes	9/23 at 3:21 pm
Tim Harris	Yes	9/23 at 4:29 pm
Bill Moore	Yes	9/23 at 4:56 pm
Corinne Balthrop	Yes	9/24 at 9:34am
Karen Shoemaker	Yes	9/24 at 9:53 am
Susan Marks	Yes	9/24 at 5:18 pm
Jane Ligon		no vote received

Sharon Hargraves made and Chris Causey seconded a motion to make the starting pay for a Library Clerk \$9/ hour.

### **Motion passed 8-0**

#### **Votes**

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Susan Marks	Yes	9/24 at 5:18 pm
Jane Ligon		no vote received