

MINUTES

Stokes Brown Public Library Board Minutes

Date September 13th, 2019 | *Meeting called to order by* Corinne Balthrop

In Attendance

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

Others: Caitlyn Haley (Assistant Director, Red River Regional Library), Steve Pierson (Accountant, Acting Treasurer), Pat Bellar (Asst. Director, SBPL), Billy Vogle (County Mayor), and Michelle Adcock (Interim Director, SBPL).

Corinne Balthrop called the meeting to order. With seven (7) board members present, there is a quorum according to the by-laws.

Approval of Minutes

The minutes from the July 12th, 2019 meeting were presented along with the August 2nd-6th e-mail vote.

The motion was made (Tim Harris) and seconded (Bill Moore) to accept the minutes of the e-vote from August 2nd-6th. The motion carried.

The motion was made (Bill Moore) and seconded (Tim Harris) to accept the minutes of the July 12th meeting. The motion carried.

Treasurer Report

Steve Pierson reported on several issues with the bank account. The account is well above the FDIC limit. The auditors will likely include this in their report. The name change was discussed as it affects the opening of new accounts and tax id's. The bank is taking out money that the library won't recover because the tax id's do not match the new name.

Steve Pierson passed out the financial statements. Steve pointed out that in July and August more was spent than came in, but it not a concern at this time. The last page of the report showing budget to actual is negative numbers but that is normal.

The motion was made (Susan Marks) and seconded (Sharon Hargraves) to accept the financial statements as presented. The motion carried.

Michelle said that the auditors may present by the next meeting.

Interim Director's Report

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

Several upcoming events were announced including an upcoming visit by Secretary of State Tre Hargett to present a check representing the Tech. grant funds. This is scheduled for Friday, Sep. 20th at 9 am. The board is

invited to attend. The Trustee Workshop is scheduled for October 1st board members are encouraged to attend. Michelle presented a copy of the Tech. grant award letter and thanked the board members who had completed their Trustee Training since this increases the amount of the grant. It was announced that the next board meeting falls on the same day as the Level 5 director summit.

The motion was made (Chris Causey) and seconded (Tim Harris) to move the next board meeting from November 8th to November 15th at 11 am. The motion carried.

Regional Director's Report

Caitlyn Haley presented the Regional Director's report.

She discussed the allocation formula.

She announced the passing of Lynnette Stone.

Forms were passed out for the trustee workshop.

She announced that the new building for the State Library and Archives should be completed in November of 2020.

Several updates to the READS/ Libby system were discussed. They included the reintroduction of magazines and the addition of a "lucky day" collection that allows patrons to skip the holds line.

Several trainings were announced. The board was specifically invited to participate in Strategic Planning, and the Homelessness Training that is always available.

Director Search Committee

Corinne presented the job description. This will not be published in the paper because of its length. It will be available on the website. The job posting (for the paper) will be shorter. It will direct people to the website to read the job description and get an application. The position overview gives specifics of our library it will be online. The regional library has offered to help post the information to list-serve. Paul read the EEO's of the city and the library to include in the job posting.

The Motion was made (Tim Harris) and seconded (Bill Moore) to approve the job description for posting. The motion carried.

The committee said they will likely do the first round of interviews by phone. The top applicants will then come in for an interview. The full board will have a chance to meet them.

The applications will be accepted for 60 days after the position is posted. This will give an estimated cut off of Nov. 30th. There was discussion of interviews around the first of the year.

Expenses were discussed. They included the need for accommodation and meal money for out of town applicants. The expense of a print advertisement was also discussed. Steve stated there is extra money in the health insurance line item which can be used to cover these costs. More exact figures can be discussed at the November meeting.

The Motion was made (Tim Harris) and seconded (Susan Hargraves) to let the search committee have power to act in posting and advertising the director job with a 60 day open window for submitting of applications after the job has been publically posted. The motion carried.

The Motion was made (Sharon Hargraves) and seconded (Susan Marks) to approve a salary range of \$50,000- \$70,000 for the director position depending on experience and education. The motion carried.

Susan Marks left the meeting for a prior commitment.

Old Business

The budget as approved by the city and county allowed for raises for the staff.

The motion was made (Tim Harris) and seconded (Chris Causey) to grant the raises to the staff provided in the library budget. The raises are to be retroactive to the first of the fiscal year (July 1st), and will be issued as a separate check to be hand delivered. The motion carried.

New Business

Rose Wooten is seeking reimbursement for her summer term classes (\$2,548.80) that she has completed. She is also seeking pre-approval the current classes for the fall term that she is taking now (\$2,982). The discussion included the fact that the IRS has a yearly cap on the amount that an employee is able to receive. No one at the meeting was able to recall the exact amount of the cap. It was suggested that old minutes be reviewed to determine the amount that the IRS will allow.

The motion was made (Tim Harris) and seconded (Bill Moore) to reimburse Rose Wooten for the classes she passed during the summer term. The motion carried.

The discussion of the pre -approval for the fall term for Rose Wooten was postponed to the November meeting when information on the IRS limit will be available.

Kristen Cash is seeking extended leave.

The motion was made (Chris Causey) and seconded (Sharon Hargraves) to grant Kristen Cash extended leave as outlined in the handbook. The motion carried.

The motion was made (Paul Nutting) and seconded (Tim Harris) that the library spend \$10,581 on the items as outlined in the grant to the Stokes Brown Library Foundation including iPads, kiosk, and a smart board. The motion carried.

Adjournment

The motion was made (Sharon Hargraves) and seconded (Paul Nutting) that the meeting adjourn. The motion carried.